

COLLEGE OF THE ALBEMARLE

1971-1973



VOLUME 10

SPRING 1971

NUMBER 8

The College of The Albemarle Bulletin is published quarterly by the College of the Albemarle, Elizabeth City, N. C. 27909. Second class postage paid at Elizabeth City, N. C.

WHAT IS A STUDENT

- A STUDENT is the most important person in our college.
- A STUDENT is not an interruption of our work—he is the purpose of it.
- A STUDENT is a necessary part of our business—he is not an outsider.
- A STUDENT is not a cold statistic—he is a flesh-and-blood human being, with feelings and emotions like yours and mine.
- A STUDENT is a person who brings us his needs—it is our privilege to fill those needs.
- A STUDENT is deserving of our most courteous and attentive treatment.
- A STUDENT is a full partner in our effort to cultivate wisdom through knowledge.
- A STUDENT is the life blood of this and every college.

COLLEGE OF THE ALBEMARLE BULLETIN

**Catalog Issue
1971-1973**

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CALENDAR

1971

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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1972

JANUARY							FEBRUARY							MARCH							APRIL						
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1973

JANUARY							FEBRUARY							MARCH							APRIL									
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ACADEMIC CALENDAR

SUMMER SESSIONS 1971

Regular Summer Quarter

June 7	Monday, registration. Classes begin at 9:00 a.m.
June 11	Friday, last day for late registration, or adding classes for the regular Summer Quarter.
June 16	Wednesday, end of refund period.
July 5	Monday, holiday
August 17	Tuesday, last day of classes.
August 18-20	Wednesday-Friday, final examination period

Mini-Mesters: Summer 1971

To run concurrently with regular Summer Quarter

FIRST MINI-MESTER

June 7	Monday, registration. Classes begin at 9:00 a.m. Last day for late registration and adding classes for First Mini-Mester.
June 10	Thursday, end of refund period for First Mini-Mester.
June 16	Wednesday, last day to withdraw from First Mini-Mester without penalty.
June 30	Wednesday, First Mini-Mester ends.

SECOND MINI-MESTER

July 1	Thursday, registration. Classes begin at 9:00 a.m. Last day for late registration and adding classes for Second Mini-Mester.
July 5	Monday, holiday
July 6	Tuesday, end of refund period for Second Mini-Mester.
July 12	Monday, last day to withdraw from Second Mini-Mester without penalty.
July 27	Tuesday, Second Mini-Mester ends.

THIRD MINI-MESTER

July 28	Wednesday, registration. Classes begin at 9:00 a.m. Last day for late registration and adding classes for Third Mini-Mester.
July 29	Thursday, end of refund period for Third Mini-Mester.
August 4	Wednesday, last day to withdraw from Third Mini-Mester without penalty.
August 20	Friday, Third Mini-Mester ends.

FALL QUARTER 1971

September 4	Saturday, Freshman and transfer student counseling and Guidance Placement Testing
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September 8	Wednesday, Faculty report
September 8-9	Wednesday, Thursday, Freshman orientation
September 10	Friday, Registration for Fall Quarter
September 13	Monday, first day of classes
September 17	Friday, last day for late registration or adding classes
September 22	Wednesday, end of refund period
October 8	Friday, last day to withdraw without penalty
November 23	Tuesday, last day of classes
November 24-28	Thanksgiving holidays
November 29- December 1	Monday-Wednesday, final exam period.

WINTER QUARTER 1971-72

November 27	Saturday, Freshman and transfer students counseling and Guidance Placement Testing
December 2	Thursday, Freshman and transfer students orientation and counseling
December 3	Friday, registration for Winter Quarter.
December 6	Monday, classes begin.
December 10	Friday, last day for late registration or adding classes.
December 15	Wednesday, end of refund period.
December 17	Friday, Christmas Holidays begin after last class.
January 3	Monday, classes resume.
January 14	Friday, last day to withdraw without penalty
February 28	Monday, last day of classes.
February 29- March 3	Tuesday-Friday, final exam period.
March 4-7	Spring Break

SPRING QUARTER 1972

March 4	Saturday, Freshman and transfer student counseling and Guidance Placement Testing.
March 7	Tuesday, Freshman and transfer student orientation and counseling.
March 8	Wednesday, Registration for Spring Quarter.
March 9	Thursday, classes begin.
March 15	Wednesday, last day for late registration or adding classes.
March 20	Monday, end of refund period.
March 30	Thursday, Easter holidays begin after last class.
April 4	Tuesday, classes resume.
April 7	Friday, last day to withdraw without penalty.
May 26	Friday, last day of classes.

May 29-June 1	Monday-Thursday, final exams for Spring Quarter.
June 4	Sunday, Commencement.

SUMMER QUARTER 1972

June 3	Saturday, new and transfer students counseling and Guidance Placement Testing
June 5	Monday, registration. Classes begin at 9:00 a.m.
June 9	Friday, last day for late registration or adding classes.
June 14	Wednesday, end of refund period.
June 30	Friday, last day to withdraw without penalty.
July 4	Tuesday, Holiday.
August 15	Tuesday, last day of classes.
August 16-21	Wednesday-Friday, Monday. Final exam period.

Mini-Mesters: Summer 1972

To run concurrently with regular Summer Quarter

FIRST MINI-MESTER

June 5	Monday, registration. Classes begin at 9:00 a.m. Last day for late registration and adding classes for First Mini-Mester.
June 8	Thursday, end of refund period for First Mini-Mester.
June 14	Wednesday, last day to withdraw from First Mini-Mester without penalty.
June 28	Wednesday, First Mini-Mester ends.

SECOND MINI-MESTER

June 29	Thursday, registration. Classes begin at 9:00 a.m. Last day for late registration and adding classes for Second Mini-Mester.
July 4	Tuesday, Holiday.
July 5	Wednesday, end of refund period for Second Mini-Mester.
July 10	Monday, last day to withdraw from Second Mini-Mester without penalty.
July 25	Tuesday, Second Mini-Mester ends.

THIRD MINI-MESTER

July 26	Wednesday, registration. Classes begin at 9:00 a.m. Last day for late registration and adding classes for Third Mini-Mester.
July 31	Monday, end of refund period for Third Mini-Mester.
August 4	Friday, last day to withdraw from Third Mini-Mester without penalty.
August 21	Monday, Third Mini-Mester ends.

FALL QUARTER 1972

September 2	Saturday, New and transfer students counseling and Guidance Placement Testing.
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September 7-8	Thursday, Friday, Freshman and transfer student orientation.
September 8	Friday, Faculty report.
September 11	Monday, registration.
September 12	Tuesday, first day of classes.
September 18	Monday, last day for late registration or adding classes.
September 21	Thursday, end of refund period.
October 9	Monday, last day to withdraw without penalty.
November 22	Wednesday, last day of classes.
November 23-26	Thanksgiving Holidays.
November 27-30	Monday-Thursday, final exams for Fall Quarter.

WINTER QUARTER 1972-73

November 25	Saturday, new and transfer students counseling and Guidance Placement Testing.
December 1	Friday, new and transfer student orientation.
December 5	Tuesday, registration.
December 6	Wednesday, classes begin.
December 12	Tuesday, last day for late registration or adding classes.
December 15	Friday, end of refund period.
December 19	Tuesday, Christmas holidays begin after last class.
January 2	Tuesday, classes resume.
January 16	Tuesday, last day to withdraw without penalty.
February 28	Wednesday, last day of classes.
March 1-6	Thursday, Friday, Monday, Tuesday, final exam period for Winter Quarter.
March 7-11	Spring Break.

SPRING QUARTER 1973

March 3	Saturday, new and transfer student counseling and Guidance Placement Testing.
March 9	Friday, new and transfer student orientation.
March 12	Monday, registration.
March 13	Tuesday, classes begin.
March 19	Monday, last day for late registration or adding classes.
April 9	Monday, last day to withdraw without penalty.
April 19	Thursday, Easter holidays begin after last class.
April 24	Tuesday, classes resume.
May 24	Thursday, last day of classes.
May 25-30	Friday, Monday, Wednesday, final exams for Spring Quarter.
June 3	Sunday, Commencement.

SUMMER QUARTER 1973

June 2	Saturday, new and transfer students counseling and Guidance Placement Testing.
June 4	Monday, registration. Classes begin at 9:00 a.m.
June 8	Friday, last day for late registration or adding classes.
June 13	Wednesday, end of refund period.
June 29	Friday, last day to withdraw without penalty.
July 4	Wednesday, Holiday.
August 15	Wednesday, last day of classes.
August 16-20	Thursday, Friday, Monday, final exams for Summer Quarter.

Mini-Mesters: Summer 1973

To run concurrently with regular Summer Quarter

FIRST MINI-MESTER

June 4	Monday, registration. Classes begin at 9:00 a.m. Last day for late registration and adding classes for First Mini-Mester.
June 7	Thursday, end of refund period for First Mini-Mester.
June 13	Wednesday, last day to withdraw from First Mini-Mester without penalty.
June 27	Wednesday, First Mini-Mester ends.

SECOND MINI-MESTER

June 28	Thursday, registration. Classes begin at 9:00 a.m. Last day for late registration and adding classes for Second Mini-Mester.
July 3	Tuesday, end of refund period for Second Mini-Mester.
July 4	Wednesday, Holiday.
July 9	Monday, last day to withdraw from Second Mini-Mester without penalty.
July 24	Tuesday, Second Mini-Mester ends.

THIRD MINI-MESTER

July 25	Wednesday, registration. Classes begin at 9:00 a.m. Last day for late registration and adding classes for Third Mini-Mester.
July 30	Monday, end of refund period for Third Mini-Mester.
August 3	Friday, last day to withdraw from Third Mini-Mester without penalty.
August 20	Monday, Third Mini-Mester ends.





Mr. S. J. [unclear]
President

BOARD OF TRUSTEES

WILLIAM F. AINSLEY, <i>Chairman</i>	Perquimans
JOSEPH P. KRAMER, <i>Vice-Chairman</i>	Pasquotank
S. BRUCE PETTEWAY, <i>Secretary</i>	Pasquotank

GOVERNOR APPOINTEES

Term Expires

VERNON G. JAMES	6/30/71	Pasquotank
JULIAN A. WHITE, SR.	6/30/73	Perquimans
GERALD F. WHITE	6/30/75	Pasquotank
WILLIAM F. AINSLEY	6/30/77	Perquimans

PASQUOTANK COUNTY COMMISSION APPOINTEES

CLYDE SMALL, JR.	6/30/71	Pasquotank
JOE L. LAMB, JR.	6/30/73	Pasquotank
SELBY SCOTT	6/30/75	Pasquotank
W. T. JACKSON, JR.	6/30/77	Pasquotank

ELIZABETH CITY-PASQUOTANK COUNTY BOARD OF EDUCATION APPOINTEES

JOSEPH P. KRAMER	6/30/71	Pasquotank
J. HENRY LeROY	6/30/73	Pasquotank
L. A. HARRIS, JR.	6/30/75	Pasquotank
J. CARROLL ABBOTT	6/30/77	Pasquotank

PRESIDENT

SAMUEL BRUCE PETTEWAY, *President*
B.S., M.Ed., Ed.D., North Carolina State University

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B.A., M.A., East Carolina University

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CDR, USCG (Ret.)

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B.A., M.A., East Carolina University

COX, EDWARD W. Director of Adult Education
A.B., University of North Carolina at Chapel Hill; M.A., Western Carolina University; Ed.S., East Carolina University

FERRELL, DOROTHY G. Bookkeeper
A.A., Campbell College

FISHER, JAMES EDWIN Administrative Assistant
A.B., Duke University

FULLEN, ROBERT E. Coordinator, Regional Health Activities
Director, ADN Program
B.S., Indiana University; M.S., Butler University; M.S.N., University of Pennsylvania

HEWITT, VIRGINIA N. Assistant Librarian
B.S., Guilford College

LAND, ARTHUR J. Dean of Instruction
B.A., M.R.C., Ed.S., Ed.D., University of Florida

MORRISETTE, W. CLAYTON . . . Director of Special Projects
B.S., M.A., East Carolina University

ROPER, WILLIAM L. Director of Extension
B.S., North Carolina State University

SAWYER, DOUGLAS M. Coordinator Evening Programs
B.S., East Carolina University

SAWYER, GROVER L. Superintendent of Buildings and Grounds

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BAIRD, WILLIS E. Financial Aid Officer
B.S.C., North Carolina Central University

FOREMAN, WILLIAM W., JR. . . Coordinator Student Activities
B.S., North Carolina State University

FULLER, ELIZABETH W. Registrar
 MCCALL, PHILIP N. Counselor
 B.A., M.A., Appalachian State University
 SIMMONS, G. JOHN, JR. Associate Dean of Student Services
 and Director of Admissions
 B.A., Pfeiffer College, M.A., Appalachian State University

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 A.A., Louisburg College
 LEWIS, CARL W. JR. Program Interpreter
 Computer Programmer, E.C.P.O. Norfolk, Virginia
 WALSTON, MARION B. Program Interpreter

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 B.A., Duke University; M.A., East Carolina University
 AYDLETT, DOROTHY B. COA Learning Laboratory
 Coordinator
 B.A., University of North Carolina at Greensboro
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 BAIR, CLIFFORD E. Chairman, Fine Arts Department
 B.Mus., D.Mus., Chicago Music College; American Academy of Teachers of Singing; study with Hans Baron, Brelau, Germany; Monzarteum, Salzburg, Austria.
 BASS, PATSY O. Language Arts
 B.A., M.A., East Carolina University
 BOADA, ALEXANDRA K. Spanish
 B.A., University of North Carolina at Chapel Hill; M.A., University of Havana
 BRAXTON, HOWARD M. Athletic Director and Coach
 A.B., Guilford College, M.A., Appalachian State University
 BRIDGES JAMES T. Chairman, English and Humanities Dept.
 A.A., Gardner Webb College; B.S., M.A., Appalachian State University
 BRITT, ANN R. Edenton Learning Laboratory Coordinator
 B.S., East Carolina University; M.A., East Carolina University
 CHESSON, J. PARKER, JR. Biological Sciences
 B.A., M.A., East Carolina University
 CONNOLLY, JAMES T. Business Administration
 B.S., M.A., Appalachian State University
 COPELAND, GORDON F. Electronics Technology
 A.A.S., College of The Albemarle; B.S., North Carolina State University

- CRUMP, JAMES H. Chairman, Mathematics and Science Dept.
B.A., Elon College; M.A., Appalachian State University; M.S., University of Illinois
- FORD, ROBERT L. Drafting and Design Technology
B.S., Northeastern State College; M.A., Colorado State College
- HARRIS, MARION C. Physical Education
A.A., College of The Albemarle; B.S., Atlantic Christian College; M.A., East Carolina University
- HARRIS, WILMA W. Practical Nurse Education
R.N., Rex Hospital of Nursing; B.S., University of North Carolina at Chapel Hill
- HILL, BENJAMIN F. Arts and Crafts
B.S., East Carolina University
- HODGES, DAVID T. Electronics Technology
A.A.S., Technical Institute, Old Dominion College; B.S., Northwestern State College; M.A., East Carolina University
- JESSUP, VAZELLE S. Cosmetology
Licensed Instructor
- JOLLY, LOURICE B. Practical Nurse Education
R.N., Robeson County Hospital School of Nursing
- JORDAN, WADE H., JR. Mathematics and Physical Sciences
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- LIVERMAN, WILLIAM B. Vocational General Education
B.A., Old Dominion College
- LUCAS, DONNA K. French
B.A., M.A., University of North Carolina at Chapel Hill
- LYNCH, VIRGINIA D. English
B.S., M.A., Appalachian State University
- MANSFIELD, SHELBY H. Psychology
B.S., M.A., North Carolina State University
- MCKECUEN, GEORGE Language Arts
B.A., Wilmington College; M.A., Appalachian State University
- MESHAW, JOHN C., JR. Biological Sciences
B.A., Wilmington College; M.S., North Carolina State University
- MOORE, MILDRED W. Director, Practical Nurse Education
R.N., Norfolk Memorial and Norfolk Protestant Hospitals
- O'LEARY, T. BRYAN Audio-Visual Assistant
Machinist Trade Diploma, College of The Albemarle
- PATTERSON, M. KAY Physical Education
B.S., M.A., East Carolina University
- RHEES, JEROME U. History
B.S., M.A., Georgetown University
- RICCARDO, RONALD R. History
B.A., Bloomfield College; M.A., Appalachian State University

- ROACH, KATHERINE G. Adult and Occupational Education
B.A., College of William and Mary
- SALMON, JOSEPH M. Chairman, Social Sciences Department
A.A., Chipola Junior College; B.S., Troy State College; M.S., Florida
State University
- SANDERS, BOBBY W. Automotive Mechanics
Central High School
- SASSER, DANIEL WILBERT, JR. Biological Sciences
B.A., Atlantic Christian College; M.A., Appalachian State University
- SHORKEY, RAYMOND H. Machinist
Ford Apprentice School; Naval Air Technical School; Vocational School;
Foreman Training
- STEPHENS, ROBERT O. English
B.A., N. C. Wesleyan College; M.A., Appalachian State University
- STERRITT, WILLIAM R. . . . Chairman, Health and Phy. Edu. Dept.
B.S., M.A., University of Southern Mississippi
- STUART, JUDITH S. . . . Assistant Coordinator Learning Laboratory
A.A., College of The Albemarle; B.S., East Carolina University
- TRATHEN, JOHN A. Secretarial Administration
B.S., Bucknell University; M.Ed., University of California at Los Angeles
- VAUGHAN, LUCY F. Drama and Speech
B.S., University of Houston; M.A., Kent State University
- WALKER, LEONARD Machinist
A&E Maintenance, Flight Mechanic, U.S.A.F.; Diesel School, U.S.N.
- WARD, RUSSELL G. Physical Education Assistant
A.A., College of The Albemarle; B.A., Livingstone College
- WHITE, JOHN NELSON Business Administration
B.S., Campbell College; M.B.A., East Carolina University

SECRETARIAL AND CLERICAL STAFF

- ANDERSON, LOU Secretary, Student Services Office
- BILLINGS, BETTY Secretary, Dean of Instruction
- BRYANT, JANICE . . . Secretary, Director of Occupational Education
- COWELL, DOT Secretary, Administrative Assistant
- FRANKLIN, SELMA Bookstore Manager
- HARRIS, PEGGY Secretary, Business Office
- HOLMES, BETTY Secretary, Director of Special Projects
- HURDLE, VIRGINIA Secretary, Purchasing
- JONES, ARLETT Secretary, Director of College
Transfer Education
- KICKLIGHTER, HELEN Secretary, Library
- MILLER, MARY FRANCES Secretary, Buildings and Grounds

RIFFLE, MARIESecretary, Director of Adult Education
 ROGERSON, JANESecretary, Student Services Office
 SANDERS, THELMASecretary, Business Manager
 WHITE, AXIESecretary, Faculty
 WISE, ROSE MARIESecretary, President

MAINTENANCE STAFF

BOGUE, LUTHERCustodian
 BROOKS, GEORGIAMaid
 CINELLI, SALVATOREMaintenance Technician
 GLASPER, RUTHMaid
 TILLET, DOLLYMaid

REGULAR PART-TIME STAFF

GRAY, CARMENManteo Learning Laboratory Coordinator
 HOPKINS, CAROLYNCOA Learning Laboratory Assistant
 JONES, RAY, JR.Education and Social Sciences
 MORSE, DOROTHYAccompanist, Fine Arts
 RAPER, SHARONSecretary, Health and Physical Education
 VAUGHAN, MARYSecretary, Fine Arts



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20-
37-
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GENERAL INFORMATION

THE IDEA OF A COMPREHENSIVE COMMUNITY COLLEGE

The Comprehensive Community College is a relatively new concept in higher education, arising in response to the American commitment to the idea of broad educational opportunities for all who desire and will avail themselves of these opportunities. The Community College is a fully recognized institution of higher education. As its name implies, its primary reason for being is to meet the variety of educational and vocational needs of the area in which it is located. It offers two-year degree programs in College Transfer Education and Technical Education, as well as shorter-term programs in both the Technical and Vocational Education areas. It also supplies background courses essential to one's up-grading on his job, and it enables adults to pursue the courses they need to keep abreast of the times. Its programs are available day and evening throughout the year.

HISTORY

The idea for a college in Elizabeth City was developed when the Community College Act was passed enabling counties to establish their own two-year colleges.

On November 5, 1960, the people of Pasquotank County voted their approval for the new college by a five to two margin. A charter was issued on December 16, 1960, and shortly thereafter the first Board of Trustees was appointed.

The College opened its doors to its first freshman class in September 1961. The first graduating class received their degrees on May 31, 1963.

The College of The Albemarle was the first college in the State chartered under the Community College Act of 1957. The 1963 Legislature adopted an Act, "to promote and encourage education beyond the high school in North Carolina." Among other things, this Act authorized the establishment of comprehensive community colleges. The new Act became effective on July 1, 1963, and on that same date, at the request of the College Trustees and with the joint approval of the Board of Education and the Board of Higher Education of North Carolina, the College of The Albemarle became the first comprehensive community college in the North Carolina Department of Community Colleges.

As the College has grown new Technical and Vocational curricula have added and existing programs strengthened.

LOCATION

The College of The Albemarle is located in Elizabeth City, Pasquotank County, North Carolina. With a population of 16,000, Elizabeth City is the center of commerce and industry of the Albemarle area.

The college primarily serves the populations of the following counties: Camden, Chowan, Currituck, Dare, Gates, Pasquotank and Perquimans. Students from other counties in North Carolina, as well as from other States, are also accepted for enrollment.

The College is located on Riverside Avenue, near the center of Elizabeth City. The administrative offices of the College of The Albemarle are located on the second floor of the building.

NEW CAMPUS

The lack of suitable campus space for growth and expansion has necessitated the development of a Master Plan to relocate the College of The Albemarle on a site adequate for foreseeable requirements.

Forty-two acres contiguous to the Albemarle Hospital on Highway 17 North in Elizabeth City have been purchased and building space needs have been defined.

The first phase of the building program is under construction and consists of an Occupational Education Building. Completion of this building is scheduled for early 1972. Over the next several years, the entire College operation will be housed on the new site. The Master Plan of development provides for the construction of a classroom-administration building. This will accomplish Phase II of new campus development. Phase III, the construction of a gymnasium-auditorium, is the final step in the long range plan of development. Following completion of this phase, the College of The Albemarle will be located in its entirety on the new North Campus.

OBJECTIVES OF THE COLLEGE

The College of The Albemarle strives to serve the community by providing accessible higher education for young people, and for adults for their cultural development, for developing responsible citizenship, and for enriched personal living.

The major objectives of the College are as follows:

1. To provide at least two years of college credit courses for those students who desire to transfer to other colleges and universities for higher degrees.
2. To provide two years of technical education appropriate to the needs of the individual and the community for entering employment at the technician level.

3. To provide vocational education for individuals who desire to upgrade themselves in their vocations, or who may desire to acquire initial training in a particular trade.
4. To provide courses for those adult students who wish to develop a vocational interest, improve their personal efficiency, or to enrich their cultural lives.
5. To provide for the development of basic educative skills for those citizens who have been unable to complete the requirements for a high school diploma.

ACCREDITATION

The College of The Albemarle is a fully accredited member of the Southern Association of Colleges and Schools, the North Carolina Association of Universities and Colleges, and the American Association of Junior Colleges.

Credits earned at the College of The Albemarle in curricula leading to the Associate in Arts degree and some of those leading to the Associate in Applied Science degree are transferable to senior colleges and universities for a higher degree.

COLLEGE PROGRAMS

NOTE: Several new programs in each of the Divisions are being developed. Information concerning these may be obtained by contacting the College.

College Transfer programs offer opportunities for those wishing to pursue studies leading to the Associate in Arts and Associate in Science degrees and for transfer to a four-year college or university after completing their studies at the College of The Albemarle. Basic Liberal Arts courses are offered, preparing students to pursue a variety of educational programs in senior colleges and universities.

Pre-Liberal Arts	Pre-Secondary Education
Pre-Agriculture	Pre-Forestry
Pre-Art	Pre-Law
Pre-Business Administration	Pre-Mathematics
Pre-Business Education	Pre-Music
Pre-Drama	Pre-Science
Pre-Elementary Education	

Technical programs leading to the Associate in Applied Science degree include course offerings which lead to employment upon completion.

Business Administration Technology	General Office Technology
Drafting and Design Technology	Secretarial Science
Electronics Technology	

Vocational program offerings are designed for those wishing to prepare themselves for particular occupations.

Automotive Mechanics Trade
Cosmetology
Farm Equipment Mechanics
Machinist Trade

Marine Mechanics
Practical Nurse Education
Machine Operator
Radio-Television Servicing

Adult Education and Community Services programs include a variety of programs designed to meet the particular needs and interests of individuals, businesses and industries in the area. Programs designed for training persons for specific industries are offered when needed, and general offerings designed to help persons complete their high school educations and improve their skills in other areas are offered each quarter.

FACILITIES

In the main building there are classrooms, science and technical laboratories, a learning laboratory and administrative offices. The college bookstore and a snack bar and lounge area are located on the first floor of this building.

The Learning Laboratory is staffed full-time and provides programmed materials in English, Mathematics, Social Sciences, and Foreign Languages. Students admitted to the College whose test scores and past record indicate deficiencies should avail themselves of the Learning Laboratory and developmental courses to upgrade their academic skills.

Programmed materials for supervised study are available in the areas listed below as well as in many individual special interest courses. A variety of audio-visual aids are used to assist in the learning process. (Further details may be found in the section entitled "Division of Adult Education and Community Services" section of the catalogue, page 81).

Reading and Language
Social Studies
Academic Skills
Mathematics and Sciences

A gymnasium-auditorium was built in 1964. It houses a collegiate size basketball court, bleachers having a seating capacity of over 500, and complete locker room facilities. A fully equipped stage and auditorium, seating over 1,000 adds to the usefulness of this multipurpose building.

The College maintains additional facilities for certain vocational programs and an Arts and Crafts Center.

COA's Whitehurst Library is located in a building adjacent to the main building of the College. It has a book collection of more than 20,000 volumes carefully chosen to meet the needs of the

comprehensive community college. It receives 250 periodicals representing academic fields, professional interests, and general interests. Back issues of these periodicals are either bound or microfilmed. The library is responsible for the audio-visual program of the college and provides films, filmstrips, tapes, recordings and other visual aids, both for classroom and individual use. A special room is provided for listening and recording.

The library staff consists of two professional librarians, one semi-professional library assistant and an audio-visual technician.

Whenever college classes are in regular session the library is open from 8:00 A.M. to 10:00 P.M. from Monday through Thursday, and from 8:00 A.M. to 4:30 P.M. on Friday.



STUDENT SERVICES

College of The Albemarle offers a comprehensive program of student services designed to aid students in meeting the challenges of college life, and to provide opportunities to maximize self-understanding and personal growth as well as develop intellectual and social skills.

GUIDANCE AND COUNSELING

Educational, vocational, and personal guidance and counseling is available to all students from two sources: The Office of Student Services and the faculty.

The Office of Student Services provides admissions counseling designed to assist students to identify programs of study and to select courses for which they are best suited and which lead toward the attainment of their educational objectives. Once enrolled the Student Services Office continues to work closely with each student to insure that his educational program is implemented and that he is making satisfactory progress toward the accomplishment of his educational goals. The Counselors are also available for personal-social counseling if any student wishes to take advantage of this service.

Faculty members post regular office hours during which time students enrolled, or anticipating enrolling in their classes, can come for course advisement and consultation. The instructional staff is also utilized as reference personnel for career and program guidance and information, both for students and prospective students.

INFORMATION SERVICE

Information pertaining to occupations, educational opportunities, and social concerns is available in the Counseling Center for students and prospective students. Also, the Office of Student Services coordinates the development and distribution of printed materials, i.e., catalogs, program brochures, general information booklets, etc., pertaining to curriculum courses and programs.

TESTING AND ACADEMIC PLACEMENT

The counseling staff at COA is qualified to administer and interpret a variety of group and individual tests. Placement tests are administered at no cost to enrolling students to insure that each student's program and course placement is appropriate for his level of academic preparedness. In addition to placement

testing, students have the opportunity to take additional interest, personality and aptitude measurements as needs arise during their studies at COA.

FINANCIAL AID:

Assistance to students in 1970-71 exceeded \$100,000 and more than 175 students, or approximately 20% of the student body, were receiving financial aid controlled by College of The Albemarle. Financial aid provided assistance to students, who, without such aid, would have been unable to attend college. While the family of a student is expected to make a maximum effort to assist with college expenses, they are not expected to make extreme sacrifices. Financial aid from the college should be viewed as a supplement to the efforts of the family and the student.

Aid consists of grants, scholarships, long-term loans, and employment which will be offered to qualified applicants in various combinations, and will usually involve employment or a loan as portion of the offer. On those applications for aid submitted prior to June 1, applicants will be notified by June 30. Prospective students are urged to make early application to assure maximum flexibility in packaging an award. Later applications may require the award of only one form of aid.

Applications for financial aid and a financial aid brochure may be obtained by writing the Financial Aid Officer, College of The Albemarle, Elizabeth City 27909.

No prospective student should refrain from applying for admission because he feels that he cannot afford the costs of attendance. During the 1970-71 academic year, no needy student was denied financial assistance.

PLACEMENT SERVICE

COA attempts to provide both educational and job placement assistance for the students. College Transfer students are assisted in gaining admissions into senior colleges and universities to complete their baccalaureate programs.

By working closely with industry and business and the Employment Security Commission, the College also provides assistance to students who have completed their programs of study in locating job opportunities. The College cannot guarantee placement to its students but will provide employment leads for those who have successfully completed programs of study.

HEALTH SERVICE

The College does not have an elaborate system of health services. However, the Rescue Squad of Pasquotank County is available on



call at no cost to the student in the case of an emergency. First aid and emergency equipment is available in the Gymnasium, the Business Office, the Maintenance Office, and each laboratory and shop area. See the Student Handbook for information and procedures for handling accidents and emergencies.

Each student has the opportunity to purchase accident insurance when they register. The College strongly recommends that students enrolling in occupational programs and who plan to take physical education activity courses avail themselves of this opportunity.

HOUSING

Many students from other counties and states desire to live in Elizabeth City while attending the College of The Albemarle. No dormitory facilities are provided. Students must arrange their own living accommodations and the College does not assume responsibility for the approval or supervision of such housing.

STUDENT ACTIVITIES

COA offers its students opportunities to participate in a variety of cultural, athletic, and recreational experiences. Students also participate in the governance of the College as elective and appointive student government officers and representatives and as voting members on college committees.

The student newspaper, *Old Salt*, and the annual, *Beacon*, and the campus literary magazine, *Argus*, are published by students. Work on the paper and annual provides students with opportunities to express their ideas and opinions, and to explore creative writing, news reporting and editing, advertising, and photography.

Many activities are conducted in relation to courses of study—language clubs, Phi Beta Lambda, Science Club, and Tech Club. Others are based on the student interests and hobbies—The Society for Ecological Awareness, Veterans Club, and student publications. Drama and choral groups (the Satyrs and the College Chorale) are open to those students showing interest.

Membership in the College's national scholastic fraternity, Phi Theta Kappa, is open to students who show high scholastic standing, character, leadership and service while a student at COA.

The College also provides comprehensive lecture, drama, and musical programs, and many social events such as informal dances, concerts, teas, homecoming weekend, and the May Dance.

The Physical Education Department offers an extensive program of intramural sports. Participation in these sports is purely



voluntary and college credit is not given. The sports offered in the intramural program are correlated with those taught in the required physical education courses so that each student is given the opportunity to practice his skills in actual competition.

College of The Albemarle fields teams in three intercollegiate athletic events—basketball, baseball, and golf. The COA Dolphins belong to the Cavalier Tarheel Conference and are members of the National Junior College Athletic Association. Students are thus afforded the opportunity to participate in intercollegiate athletics as athletes or cheerleaders, or as spectators.

VETERANS AFFAIRS

Veterans are invited to take advantage of the student services and educational programs offered by the College. COA cooperates with the Veteran's Administration and the N.C. Veteran's Commission in assisting veterans and children of disabled or deceased veterans. For information and application forms, students should contact their local Veterans Affairs Office.

In order for veterans enrolled under the G.I. Bill to receive full benefits, they must carry a full class load (12 credit hours in College Transfer and/or Technical Programs, or 30 contact hours in Vocational Programs). Veterans may enroll in the Adult High School Completion Program and receive benefits which do not count against total eligibility.

Also, COA is committed to the recognition of educational study undertaken while in the military service. Credit is awarded in keeping with the recommendations of the Commission on Accreditation of Service Experiences of the American Council on Education.



BUSINESS OFFICE



GENERAL REGULATIONS

GENERAL REQUIREMENTS FOR ADMISSION

For admission to the College of The Albemarle as a candidate for a degree, the applicant must be a high school graduate or equivalent and must satisfy the admission officials as to his intellectual, physical, emotional, social and moral fitness to undertake work at the College.

The College of The Albemarle makes no discrimination regarding race, color or creed for admission into any of its programs.

Preparatory training should emphasize the traditional academic subjects. The recommended high school credits include:

English	4 Units
Foreign Language	2 Units
Mathematics	2 Units
Social Studies	2 Units
Natural Science	1 Unit
Electives	5 Units

A foreign language placement test will be given to all students who have had a foreign language in high school and who plan to continue the same language at the College. These students will be placed at the level indicated by the foreign language placement test.

The College admits a limited number of students who are not pursuing a planned program. These students are classified as Special Students and do not have class standing.

Every full-time student is required to have a physical examination prior to his initial registration. Upon application for admission to the College a form is provided to the student which he is expected to have completed by his physician and returned to the Admissions Office to satisfy this requirement.

ADMISSIONS REQUIREMENTS FOR TRANSFER STUDENTS FROM OTHER INSTITUTIONS

A student desiring to transfer to the College of The Albemarle from another institution must be able to meet the admission requirements in effect at the time of his application and to provide proof of his eligibility to return to the institution last attended. If the student is ineligible to return to that institution or if he has been placed on probation by that institution, he may be admitted to the College of The Albemarle on probation. However, program selection and placement responsibility resides in the office of the Dean of Student Services.

Credit is given for "C" or better work completed at accredited institutions and institutions administered by the N. C. Department of Community Colleges if it parallels work offered at the College of The Albemarle. All transfer credit is awarded pending successful completion of one quarter as a full-time student at COA.

Transfer students must maintain a "C" average on all work attempted (at least 36 hours) at the College of The Albemarle to be eligible to graduate. If the "C" average is maintained, all grades transferred to the College will be considered with those earned at COA to determine honors and rank in class.

FRESHMAN ORIENTATION PERIOD

The purpose of the orientation program is to introduce the student to his new environment and to acquaint him with the policies and rules of the College. Receptions, assemblies, lectures, and open forum discussions are held to assist in making effective adjustment to college life.

REGISTRATION

Students must register on the day and time designated for registration. A \$5.00 fee is charged for late registration. Late registration is permitted up to one week after classes start, for Fall, Winter, Spring and Summer quarters. No late registration is possible for Summer Mini-Mester courses. All past accounts owing to the college must be paid before permission to register can be given. All current tuition and fees are due and payable on the day of registration.

CLASS ATTENDANCE

Students are expected to attend all classes and are directly responsible to their instructors when they fail to attend. When a student's absences exceed one class hour per credit hour carried by the course, his teacher *may* recommend him for disenrollment with a grade of "F" in the course.

GRADING SYSTEM

Each student receives a grade in each course at the close of the quarter. The system of grades is as follows:

<i>Grade</i>	<i>Significance</i>	<i>Quality Points</i>
A	Superior	4 per quarter hour
B	Good	3 per quarter hour
C	Average	2 per quarter hour
D	Poor, but passing	1 per quarter hour
F	Failure	0 per quarter hour
I	Incomplete	0 per quarter hour
W	Withdrew	0 per quarter hour



An incomplete (I) is given only when circumstances do not justify giving a specific grade. It must be removed by the end of the next quarter following the one in which the incomplete (I) was received, whether or not the student is enrolled in the following quarter. Since COA operates continuously throughout the year this rule considers the Summer quarter as being the quarter following the Spring quarter. If not removed within this time, the Incomplete (I) becomes a Failure (F). Students who receive an I should consult with their instructor immediately upon receipt of their grade for purposes of planning completion of the affected course and removal of all I's.

AUDITING COURSES

Students who wish to audit courses must follow the usual procedure for registration. Auditors receive no credit but are encouraged to attend classes regularly and participate in class discussions. Auditors will be charged the same fees as students taking courses for credit and are responsible for observing the same regulations concerning attendance and behavior as students registered for credit.

CLASS CHANGES

A student who finds it necessary to withdraw from a course must apply to the Dean of Student Services. The application form, when signed by the Dean of Student Services and the instructor or advisor, is then to be presented to the Registrar.

A student may drop a course during the late registration period without receiving a grade by following the above procedure. A student who withdraws during the first four weeks of a quarter will receive the grade (W). After the fourth week of a regular quarter, a student doing satisfactory work who withdraws because of medical or emergency circumstances with the approval of the Dean of Student Services and the instructor, will receive the grade (W); all later withdrawals will result in a grade of F or W, to be determined by the instructor.

CURRICULUM CHANGES

There are times when a student's aptitudes and interests may be better served by a change of curriculum. Should a change in curriculum become advisable, the student should consult a Counselor to explore the possibilities of alternative curricula which might better serve his aptitudes and interests.

Because of the unique nature of each curricula each student requesting transfer credit will have his academic record evaluated

in terms of his goals. Credit in transfer will be granted only for those courses that are applicable in the new curriculum and the student will be held accountable quality point wise only for those courses which are "common" in both his old and new curricula.

WITHDRAWAL FROM COLLEGE

A student who withdraws is expected to confer with a counselor and clear through the office of the Dean of Student Services and the Business Manager. No withdrawal is considered official unless this procedure has been followed. Should the student be unable to present himself at the office of the Dean of Student Services, he should promptly advise the College in writing of his decision to withdraw and state the reason for discontinuing attendance. Any student leaving the College without following the official procedure will automatically receive the grade of "F" in all courses and will forfeit any refund of tuition to which he might otherwise be entitled.



ACADEMIC WARNING, PROBATION AND SUSPENSION

Any student whose cumulative quality point average is less than 2.0 at the end of any quarter will receive an Academic Warning and will be required to report to the Office of Student Services for counseling. The counselor will attempt to identify the causes for the student's poor academic performance and may direct the student to another program for which he is better qualified.

A student will be placed on Academic Probation and will not be allowed to continue in a program without special permission from the Office of Student Services and the appropriate Division Director if his cumulative quality point average falls below the following standard:

<i>Credit Hours Attempted</i>	<i>Minimum Quality Point Average</i>
0 - 16	1.00
17 - 32	1.25
33 - 48	1.50
49 - 64	1.75
65 - 80	1.90
81 and above	2.00

If a student is unable to meet the above stated standard in relation to the total number of quarter hours attempted, he will be placed on Academic Probation. The statement "Academic Probation" will be placed on the student's permanent record. There are two categories of probationary students, having the following enrollment load limits:

ACADEMIC PROBATION I—First term on Academic Probation—maximum of 12 course hours (Developmental course hours included) and enrollment in Group Counseling (PSY 98).

ACADEMIC PROBATION II—Second term on Academic Probation—maximum of 9 course hours (Developmental course hours included) and enrollment in Group Counseling (PSY 98).

If a student is unable to meet the minimum quality point average for being placed on Academic Warning by the end of Academic Probation II, Academic Suspension of the student will be automatic. The statement "Academic Suspension" will be placed on the student's permanent record.

A student will be suspended at the end of the first quarter on probation if he does not attend Group Counseling (PSY 98) and any other Developmental courses to which he is assigned.

A transfer student may be admitted on Probation I if his quality point average does not meet the above standard for good standing, considering the total number of hours attempted at all institutions previously attended.

Following his first quarter at the College of The Albemarle, the transfer student's quality point average will be computed only on work attempted at this institution, and his standing will be determined by applying the standards above. Transfer students should be warned that all collegiate work ever attempted *might* be considered in the calculation of their overall quality point average by the senior institution to which they wish to transfer.

A student who is academically suspended may appeal his suspension on the basis of steady, positive progress made, although his cumulative quality point average is less than the minimum to continue in his program. Petitions for reinstatement are to be in writing to the Chairman of the Academic Suspension Appeals Committee which consists of the Dean of Instruction, Dean of Student Services, the Group Counseling Instructor, and the Director of the Division in which the suspended student was enrolled. Students who are reinstated will be readmitted on Probation II and may be assigned additional work in the Learning Laboratory.

DISMISSAL FROM THE COLLEGE

The College reserves the right to suspend or dismiss any student when it believes such action is in the best interest of the College or the student. Such action is the responsibility of the Faculty Disciplinary Committee. Any student may appeal a suspension decision by letter to the President of the college.

ACADEMIC LOAD

Sixteen hours of college work is considered the normal student load. Permission must be obtained from the Dean of Student Services for scheduling more than eighteen hours of work. A student enrolled in at least twelve hours of work is considered to be a full-time student.

For a student to gain sophomore status in the College, he must earn a minimum of 42 credit hours. Male students should be advised that the Selective Service System requires that they attain sophomore status by the end of twelve (12) calendar months of enrollment to maintain a student deferment status.



DEAN'S LIST

In order to qualify for the Dean's List, a student must take a minimum of 12 quarter hours of work and maintain at least a "B" average, with no grade lower than a "C".

COMMENCEMENT MARSHALS

The rising sophomores who have maintained the highest scholastic average during their freshman year are honored by being named Commencement Marshals. The marshal who has the best academic record is designed Chief Marshal.

THE PRESIDENT'S SERVICE CUP

The President's Service Cup is awarded by the President of College of The Albemarle at the annual graduation exercise to the graduate who has contributed most in services to the College during his two years of attendance at the College of The Albemarle. Selection of this student is made through a vote of the faculty and administrative staff.

REQUIREMENTS FOR GRADUATION WITH THE ASSOCIATE DEGREE

I. General Statement

A. *Academic Requirements*

The College awards the degrees listed below to persons who have fulfilled the following requirements:

1. Completion of at least 96 hours of collegiate work with at least a C (2.0) average. In computing the grade point average all work attempted at the College of The Albemarle shall be considered.
2. All of the requirements listed in the catalogue at the time a student begins his work toward a particular degree (maintaining continuous enrollment), or at the time he plans to graduate, must be met.
3. Of the *last* 45 hours of work completed for a degree, at least 36 must be completed at the College.
4. Candidates for Associate in Arts and Associate in Science degrees are required to complete six quarter hour credits in Physical Education courses. All candidates for an Associate in Applied Science degree will be required to complete no less than three quarter hours of health and/or physical education courses.

Veterans with eighteen months of active duty and who are eligible for G.I. benefits are exempt from the physical education requirements, with substitution of other courses as electives being required.

5. Petitions for exceptions to these academic requirements will be considered by the Faculty Executive Committee.

B. *Other Requirements*

1. Degrees will not be awarded to students with unmet financial obligations to the College.

II. General Degree Requirements

NOTE: Courses not designed for transfer (i.e., vocational and/or technical courses) are not applicable toward A.A. and A.S. requirements.

A. <i>Associate in Arts Degree</i>	Quarter Hours
English Composition	9
Mathematics	5
Natural Science	12
Humanities	9
Social Science	9
Physical Education	6
	50
Electives	46
Total	96
B. <i>Associate in Science Degree</i>	
English Composition	9
Mathematics (College Algebra and higher) and Science	44
Mathematics	10
Natural Science	24
Mathematics and/or Science electives	10
Humanities	3
Social Science	9
Physical Education	6
Electives	22
Total	96

- C. Candidates for the Associate in Applied Science degree must meet the requirements outlined in the curriculum in which the student is enrolled.

III. Definitions

A. *Humanities*

Fine Arts, Literature, Foreign Language, and Speech courses.

B. *Natural Science*

Biology, Chemistry, Physics and Physical Science courses.

C. *Social Sciences*

Economics, Geography, History, Political Science, Psychology, Sociology, and Education courses.

FEES AND EXPENSES

College Transfer Curricula

*Tuition (per quarter)

In-state resident (14 or more quarter hours)	\$ 42.00
Non-resident (14 or more quarter hours)	105.00
Reduced hours (less than 14 hours)	
Resident—per quarter hour	3.00
Non-resident—per quarter hour	7.50
Late registration fee	5.00
Activity fee	9.00

Technical and Vocational Curricula

Tuition (per quarter)

In-state resident (13 or more quarter hours)	32.00
Non-resident (13 or more quarter hours)	80.00
Reduced hours (less than 13 hours)	
Resident—per quarter hour	2.50
Non-resident—per quarter hour	6.50
Late registration fee	5.00
Activity fee	9.00

All tuition and fees are due and payable at time of registration.

All past accounts owing to the college must be paid before permission to register can be given.

Cost of books, supplies and gym uniforms, while varying according to the courses of study, should total approximately \$120 per year—the *major expense* occurring in the *Fall* quarter.

Candidates for graduation will be charged a fee in the Spring quarter to cover costs of diploma, and cap and gown rental. This fee is non-refundable.

Each full-time student (carrying 12 or more quarter hours) pays an *activity fee* adopted and administered by the Student Senate. This entitles the student to admission to many College-sponsored activities. Full-time students enrolled for three con-

secutive quarters will be given yearbooks without additional charge.

**Developmental courses* (see page 124) will be charged at the rate of \$2.50 per credit hour. Total tuition will be figured at this rate plus the regular charge per quarter hour for other courses taken—not to exceed the applicable maximum tuition charge. Fees are additional.

RESIDENT STATUS FOR TUITION PAYMENT

The tuition charge for legal residents of North Carolina is less than for non-residents. To qualify for in-state tuition, the student (or in the case of a minor, his parent or guardian) must have *maintained legal residence* in North Carolina *with intention* of making it a *permanent domicile* for at least six consecutive months immediately prior to his enrollment or re-enrollment. For tuition assessment purposes, a person does not establish a domicile *merely* by spending time in North Carolina, payment of taxes, owning property, voting, *or by attending an institution of higher education*. A student may retain his in-state status for six months after he abandons his legal residence in North Carolina. For tuition assessment purposes, a person neither gains nor loses resident status during military or federal civil service.

In questions of doubt concerning resident status, the student is responsible for establishing proof of residence and for securing a ruling by stating his case in writing to the Business Manager.

INSURANCE

The College assumes no responsibility for injuries or losses. An opportunity will be provided for all full-time students to obtain accident insurance (approx. \$3.50 per year), and group hospitalization insurance.

REFUNDS

Tuition refunds shall not be made unless the student is, in the judgment of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within 10 calendar days including the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of \$50.00 or less, except if a course or curriculum is not offered, in which case all tuition shall be refunded. No refunds will be made for changes in total class hours that are made solely for personal

convenience. This policy applies to evening classes as well as day classes. In the summer session, two-thirds of the tuition will be refunded only if withdrawal occurs within four class days, including the first day of classes.

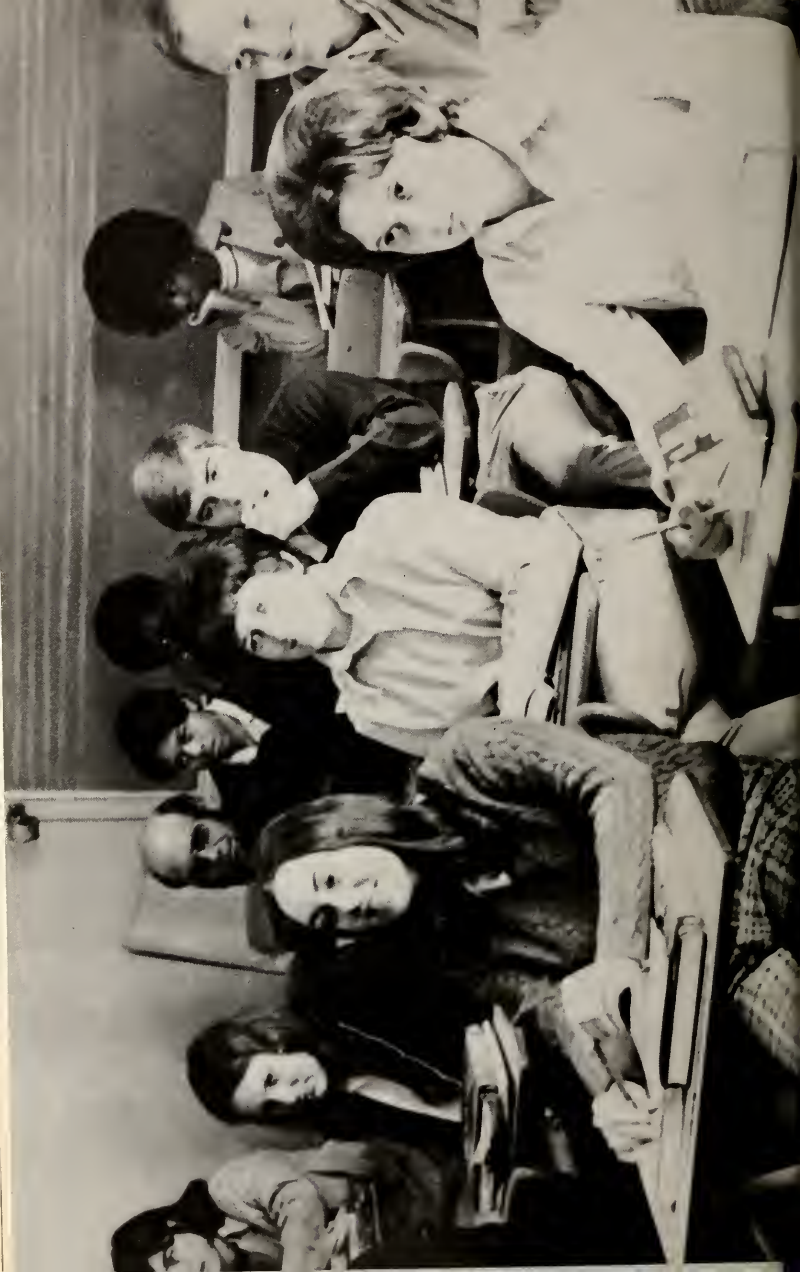
All refunds are forfeited for any student failing to adhere to proper withdrawal procedures as described in the section on "Withdrawal."

Where a student, having paid the required tuition, withdraws from the College before the end of the quarter and the reasons for the withdrawal are found excusable by the College administration, the student may be allowed credit for unrefunded tuition if he applies for re-admission during any of the next four calendar quarters and petitions in writing to be allowed such credit. Such petitions should be directed to the Dean of Student Services.

TRANSCRIPT OF RECORDS

Upon request of the student, a record of academic credit earned at the College of The Albemarle will be sent to any person or agency designated by the student. Each student is entitled to one official transcript of his work without charge, provided all accounts with the College have been settled satisfactorily. Additional transcripts will be provided upon payment of a fee of one dollar per transcript.





PROGRAMS OF STUDY

THE COLLEGE TRANSFER EDUCATION PROGRAM LEADING TO THE ASSOCIATE IN ARTS DEGREE AND THE ASSOCIATE IN SCIENCE DEGREE

The college transfer program is designed to provide academic course work which is transferable to senior institutions. If properly selected, all course work should transfer without loss of credit and the student should be granted junior status at the senior institution after graduation from College of The Albemarle.

College of The Albemarle provides professional counseling and a faculty advisory system to help the student plan his program for transfer to the college or university of his choice. The student should realize, however, that the requirements for senior institutions are so varied that it is impossible to design any program of study which will articulate perfectly with the programs of every senior institution. The student should consult the catalog of the institution to which he plans to transfer. Final responsibility for selecting the proper courses must rest with the student.

SAMPLE TWO-YEAR COLLEGE TRANSFER EDUCATION PROGRAMS

Note: These are sample programs of study. They should not be considered to be prescriptive on the part of the student or his advisor. Each student's schedule is flexible and is governed by such factors as educational background, academic aptitude, interests, proposed field of study, choice of four-year institution to which he plans to transfer, and requirements at College of The Albemarle.

Pre-Liberal Arts (C-11) A. A. Degree

This program is designed to allow student to take courses comparable to those offered in the first two years of a liberal arts curriculum at a senior institution. In addition, this program should be followed by all students who have not definitely decided upon an area of specialization.

	<i>Quarter Hours</i>
English Composition	9
World History	9
Natural Science	12
Mathematics	5-9
Foreign Language (through Intermediate)	12-24
Literature	9

Physical Education	6
Electives to complete 96 hours	

Pre-Agriculture (C-01) A. S. Degree

This curriculum is designed for the student who intends to major in one of the agricultural sciences at a senior institution.

	<i>Quarter Hours</i>
English Composition	9
Mathematics (College Algebra and higher) and Natural Science	44
Mathematics	10
Natural Science	24
Mathematics and/or Natural Science	10
World History	9
Literature	6
Economics	9
Psychology	6
Social Science electives	9
Physical Education	6

Pre-Art (C-03) A. A. Degree

Students who plan to transfer to a senior college or university and major in art should follow the programs listed below.

	<i>Quarter Hours</i>
English Composition	9
History	9
Natural Science	12
Mathematics	5-6
Speech	6
Literature	9
Foreign Language (through Intermediate)	12-24
Psychology	6
Physical Education	6
Art courses to complete 96 hours	

Pre-Business Administration (C-04) A. A. Degree

The business administration program is designed for the student who wishes to transfer to a senior institution for a major in business administration.

	<i>Quarter Hours</i>
English Composition (Eng. 101, 102, 103)	9
History	9
Natural Science (Biology, Chemistry, or Physics)	12
Mathematics	5-9
Economics (Eco. 201, 202, 203)	9
Accounting (Bus. 203, 204, 205)	12
Foreign Language (through Intermediate)	12-24
Physical Education	6
Electives to complete 96 hours	

Pre-Drama (C-06) A. A. Degree

This suggested program of study is intended for students who plan to major in drama, or a related field, at a senior institution.

	<i>Quarter Hours</i>
English Composition	9
Mathematics	5-6
Natural Science	12
History	9
Humanities	9
Foreign Language (through Intermediate)	12-4
Literature	9
Physical Education	9
Drama courses to complete 96 hours	

Pre-Forestry (C-08) A. S. Degree

This program is intended for students who plan to specialize in forestry.

	<i>Quarter Hours</i>
English Composition	9
Mathematics (College Algebra and higher) and Natural Science	44
Mathematics	10
Natural Science	24
Mathematics and/or Natural Science	10
World History	9
Literature	6
Economics	9
Psychology	6
Physical Education	6
Electives to complete 96 hours	

Pre-Law (C-10) A. A. Degree

Students who plan to transfer to a four-year college or university and take a program that qualifies them for entrance into a law school should follow this suggested program.

	<i>Quarter Hours</i>
English Composition	9
Social Science	21-24
Natural Science	12
Foreign Language (through Intermediate)	12-24
Literature	9
Physical Education	6
Electives to complete 96 hours	

Pre-Mathematics (C-12) A. A. Degree

Students who plan to major in mathematics should follow this program of study. Modifications may be necessitated due to variations in the requirements of senior institutions.

	<i>Quarter Hours</i>
English Composition	9
History	9
Natural Science	12
Mathematics (through Calculus IV)	20-30
Humanities	9
Foreign Language (through Intermediate)	12-24
Physical Education	6
Electives to complete 96 hours	

Pre-Music (C-15) A. A. Degree

This program is designed for students who plan to transfer to senior institutions to obtain a Bachelor of Music or a comparable degree. Students in this program should refer to the requirements for the Associate in Arts Degree if they plan to obtain this degree.

	<i>Quarter Hours</i>
English Composition (Eng. 101, 102, 103)	9
History	9
Mathematics	5
Natural Science (Biology, Chemistry, or Physics)	12
Physical Education	6
Foreign Language (elective)	12*
Music Theory (Mus. 102, 103, 104, 202, 203, 204)	18
Sightsinging and Dictation (Mus. 105, 106, 107, 205, 206, 207)	12

* Voice majors required to have one year of French.

Voice, Piano or Organ	12
Music History and Literature (Mus. 220, 221, 222)	9
Chorus (Mus. 117, 118, 119, 217, 218, 219)	6

Pre-Science (C-18) A. S. Degree

This curriculum is designed for students who are planning to study medicine, dentistry, or one of the pure sciences (physics, chemistry, biology, etc.).

	<i>Quarter Hours</i>
English Composition	9
Mathematics (College Algebra and higher) and Natural Science	44
Mathematics	10
Natural Science	24
Mathematics and/or Natural Science	10
History	9
Humanities	9
Foreign Language (through Intermediate)	12-24
Literature	9
Physical Education	6

Pre-Elementary Education (C-20) A. A. Degree

This program is designed for the student who plans to teach in the elementary grades, and should be planned on an individual basis to meet requirements of the senior institution to which the student plans to transfer.

	<i>Quarter Hours</i>
English Composition (Eng. 101, 102, 103)	9
United States History (His. 201, 202, 203)	9
Geography	6
Mathematics (111, 112, 113)	9
Natural Science (Biology, Chemistry, or Physics)	12
Speech	3
Introduction to Education (Edu. 101)	3
General Psychology (Psy. 201, 202)	3-6
Educational Psychology (Psy. 221-222)	3-6
Art	3
Music	3
Hygiene (Hyg. 121)	3
Government (Political Science 211, 212)	6
Literature	9
Physical Education	6
Electives to complete 96 hours	

Pre-Business Education (C-26) A. A. Degree

This program should be followed by students who plan to teach business education in the public schools.

	<i>Quarter Hours</i>
English Composition (Eng. 101, 102, 103)	9
History	9
Natural Science (Biology, Chemistry, or Physics)	12
Mathematics	5-9
Economics (Eco. 201, 202, 203)	9
Accounting (Bus. 203, 204, 205)	12
Typewriting (through Advanced) (Bus. 101, 102, 103)	6-9
Shorthand (Bus. 104, 105, 201)	12
Physical Education	6
Electives to complete 96 hours	

Pre-Secondary Education (C-28) A. A. Degree

Students who plan to teach in the public schools at the secondary level should follow this program. Due to the varied nature of secondary education curricula, students in this program should plan their courses on an individual basis, taking into consideration the area in which they plan to teach and the senior institution to which they intend to transfer.

	<i>Quarter Hours</i>
English Composition (Eng. 101, 102, 103)	9
History	9
Natural Science (Biology, Chemistry, or Physics)	12
Mathematics	5-9
Speech	3
Introduction to Education (Edu. 201)	3
General Psychology (Psy. 201-202)	3-6
Educational Psychology (Psy. 221-222)	3-6
Hygiene (Hyg. 121)	3
Literature	9
Physical Education	6
Electives to complete 96 hours	

TECHNICAL EDUCATION

OBJECTIVES OF THE TECHNICAL EDUCATION PROGRAMS

The objectives of the Technical Programs are to train students in a two-year program to be technicians in a specific area. The



technician not only is trained with the mechanics of a specific trade but also is familiar with the theory of why things are done in a specific way. In addition, the technical student also has the opportunity to acquire appropriate skills in English, mathematics, and science. All this enables him to be in demand by business and industries in middle-management positions, the connecting link between the tradesman and the management.

The preparation of the Technical programs enables a person to enter the "world of work" with skills that will lead to good job opportunities and good chance for advancement. This will foster good citizenship and productive community leadership.

TECHNICAL EDUCATION PROGRAMS LEADING TO THE ASSOCIATE IN APPLIED SCIENCE DEGREE

The following curricula in Business Administration Technology, Drafting and Design Technology, Electronics Technology, General Office Technology, Secretarial Science are suggested for students in these programs. Deviations from the programs of study outlined must be approved *in writing* by the Director of the Occupational Division. These technical curricula are primarily intended to prepare the student to enter employment upon completion.

The Associate in Applied Science Degree is awarded after all requirements for graduation have been completed, as outlined under specific programs. Students who plan to enter employment immediately after graduation should schedule as many extra classes in their specialty area as possible to better prepare themselves for the world of work.

ADMISSION REQUIREMENTS

Minimum Admission Requirements for Technical Programs

Requirements for admission of a candidate to the regular two-year technical programs include the following qualifications. The candidate:

1. Must be a high school graduate or the equivalent.
2. Must submit transcripts of high school education.
3. Must demonstrate aptitude for technical training as determined by standard tests. These tests will aid in student counseling, placement and guidance.
4. Must be in acceptable condition of physical and mental health.

BUSINESS ADMINISTRATION TECHNOLOGY

Associate in Applied Science Degree

First Year

First Quarter		Class	Lab	Cr. Hrs.
ENG 101	English Composition	3	0	3
*BUS 101	Elementary Typewriting	3	1	3
BUS 107	Business Mathematics	3	0	3
BUS 106	Introduction to Business	5	0	5
ECO 201	Principles of Economics	3	0	3
				17

Second Quarter

ENG 102	English Composition	3	0	3
BUS 203	Principles of Accounting	3	2	4
ECO 202	Principles of Economics	3	0	3
BUS 206	Business Law	3	0	3
T-BUS 123	Business Finance	3	0	3
				16

Third Quarter

ECO 203	Principles of Economics	3	0	3
T-BUS 210	Business Machines	1	2	2
BUS 204	Principles of Accounting	3	2	4
BUS 207	Business Law	3	0	3
	Elective			3
				15

Second Year

First Quarter		Class	Lab	Cr. Hrs.
SPH 101	Voice and Diction	3	0	3
BUS 208	Business Law	3	0	3
EDP 101	Computer Fundamentals	3	0	3
BUS 211	Marketing	5	0	5
	Elective			2
				16

Second Quarter

BUS 209	Business Communications	3	0	3
T-BUS 243	Advertising	3	2	4
T-BUS 235	Business Management	3	0	3
EDP 102	Computer Programming	3	2	4
	Elective			2
				16

Third Quarter

T-BUS 229	Taxes	3	2	4
T-BUS 272	Principles of Supervision	3	0	3

* Elective hours may be substituted for Elementary Typing if performance on proficiency tests in this skill indicates that student may be exempted.

T-BUS 271	Office Management	3	0	3
*HYG 121	Hygiene	3	0	3
	Elective			3
				16
Total Hours Required for Graduation				96

DRAFTING AND DESIGN TECHNOLOGY

Associate in Applied Science Degree

First Year

First Quarter		Class	Lab	Cr. Hrs.
DFT 101	Engineering Drawing	3	3	4
T-DES 101	Tools, Materials, and Processes	3	0	3
ENG 101	English Composition	3	0	3
T-MAT 105	Technical Math I	5	0	5
T-TEC 101	Introduction to Technology	1	0	1
				16

Second Quarter

DFT 102	Engineering Drawing	3	3	4
T-DES 102	Tools, Materials, and Processes	3	0	3
ENG 102	English Composition	3	0	3
T-MAT 106	Technical Math II	4	0	4
T-DFT 104	Electronic Drafting	1	3	2
				16

Third Quarter

DFT 103	Engineering Drawing	3	3	4
T-DES 103	Strength of Materials	3	0	3
T-TEC 201	Technical Report Writing	4	0	4
T-DFT 214	Jigs and Fixtures	3	3	4
T-DFT 105	History of Architecture	2	0	2
				17

Summer Session (Electives)

DFT 207	Architectural Drawing	3	3	4
DFT 208	Architectural Drawing	3	3	4

Second Year

First Quarter		Class	Lab	Cr. Hrs.
T-DFT 201	Advanced Engineering Graphic	3	3	4
PHY 201	General Physics	3	3	4
T-DFT 215	Jigs and Fixtures	3	3	4
EDP 101	Computer Fundamentals	3	0	3
				15

Second Quarter

T-DFT 202	Adv. Engineering Graphics	3	3	4
PHY 202	General Physics	3	3	4
DFT 205	Descriptive Geometry	3	3	4
	Elective			3
				15

* Three hours of Physical Education courses may be substituted.

Total Hours Required for Graduation	96
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Third Quarter

T-DFT 203	Adv. Engineering Graphics	3	3	4
PHY 203	General Physics	3	3	4
T-DFT 206	Design Drafting	3	3	4
*HYG 121	Hygiene	3	0	3
	Elective			2
				17

* Three hours of Physical Education Courses may be substituted.

Total Hours Required For Graduation 96

ELECTRONICS TECHNOLOGY

Associate in Applied Science Degree

First Year**First Quarter**

		Class	Lab	Cr. Hrs.
T-ELN 101	D. C. Circuits	5	3	6
ENG 101	English Composition	3	0	3
T-MAT 105	Technical Math I	5	0	5
	or			
MAT 101	College Algebra	5	0	5
DFT 101	Engineering Drawing	3	3	4
T-TEC 101	Introduction to Technology	1	0	1
				19

Second Quarter

T-ELN 102	A. C. Circuits	5	3	6
ENG 102	English Composition	3	0	3
T-MAT 106	Technical Math II	4	0	4
	or			
MAT 102	Trigonometry	5	0	5
T-DFT 104	Electronic Drafting	1	3	2
				15-16

Third Quarter

T-ELN 103	Semiconductor and Vacuum Tube	5	3	6
T-TEC 201	Technical Report Writing	4	0	4
EDP 101	Computer Fundamentals	3	0	3
*HYG 121	Hygiene	3	0	3
				16

* Three hours of Physical Education courses may be substituted

Summer Session (Electives)

T-ELN 104	Electronic Servicing I	3	3	4
T-ELN 105	Electronic Servicing II	3	3	4

Second Year**First Quarter**

		Class	Lab	Cr. Hrs.
T-ELN 201	Adv. Semiconductor and Vacuum Tube	3	3	4
T-ELN 202	Basic Communication Electronics	3	3	4
PHY 201	General Physics	3	3	4
T-ECO 205	Engineering Economics	3	0	3
				15



Second Quarter

T-ELN 203	Basic Computer Electronics	3	3	4
T-ELN 204	Adv. Communication Electronics	3	3	4
T-ELN 215	Industrial Electronics	3	3	4
PHY 202	General Physics	3	3	4
				16

Third Quarter

T-ELN 206	Adv. Computer Electronics	3	3	4
T-ELN 216	Industrial Electronics	3	3	4
PHY 203	General Physics	3	3	4
	Elective			4
				16

Total Hours Required For Graduation 96

GENERAL OFFICE TECHNOLOGY

Associate in Applied Science Degree

First Year

First Quarter		Class	Lab	Cr. Hrs.
*BUS 101	Elementary Typewriting	3	1	3
ENG 101	English Composition	3	0	3
BUS 106	Introduction to Business	5	0	5
	Electives			5
				16

Second Quarter

LIB 100	Library Usage	1	0	1
BUS 102	Intermediate Typewriting	2	2	3
ENG 102	English Composition	3	0	3
BUS 107	Business Mathematics	3	0	3
HYG 121	Hygiene	3	0	3
	Electives			3
				16

Third Quarter

BUS 103	Advanced Typewriting	2	2	3
BUS 108	Personal Finance	5	0	5
	Electives			8
				16

Second Year

First Quarter				
EDP 101	Computer Fundamentals	3	0	3
T-BUS 109	Inter-personal Relations	3	1	3
T-BUS 115	Business Law	3	0	3
	Electives			7
				16

Second Quarter

SPH 201	Voice and Diction	3	0	3
T-BUS 210	Business Machines	1	2	2
BUS 209	Business Communications	3	0	3
	Electives			8
				16



Third Quarter

T-BUS 221	Transcription	3	2	4
T-BUS 212	Accounting	3	2	4
	Electives			8
				16
Total Hours Required for Graduation				96

* Elective hours may be substituted for Elementary Typing if performance on proficiency tests in this skill indicates that student may be exempt.

SECRETARIAL SCIENCE

Associate in Applied Science Degree

First Year

First Quarter		Class	Lab	Cr. Hrs.
*BUS 101	Elementary Typewriting	3	1	3
ENG 101	English Composition	3	0	3
BUS 106	Introduction to Business	5	0	5
	Electives			5
				16

Second Quarter

LIB 100	Library Usage	1	0	1
BUS 102	Intermediate Typewriting	2	2	3
ENG 102	English Composition	3	0	3
BUS 107	Business Mathematics	3	0	3
**HYG 121	Hygiene	3	0	3
	Elective			3
				16

Third Quarter

BUS 103	Advanced Typewriting	2	2	3
BUS 108	Personal Finance	5	0	5
*BUS 104	Elementary Shorthand	5	0	5
	Elective			3
				16

Second Year

First Quarter		Class	Lab	Cr. Hrs.
BUS 105	Intermediate Shorthand	3	2	4
EDP 101	Computer Fundamentals	3	0	3
T-BUS 109	Inter-Personal Relations	3	1	3
T-BUS 115	Business Law	3	0	3
	Elective			3
				16

Second Year

Second Quarter		Class	Lab	Cr. Hrs.
SPH 101	Voice and Diction	3	0	3
BUS 201	Advanced Shorthand	2	2	3

T-BUS 210	Business Machines	1	2	2
BUS 209	Business Communications	3	0	3
	Electives			5
				16

Third Quarter

T-BUS 221	Transcription	3	2	4
T-BUS 212	Accounting	3	2	4
	Electives			8
				16

* Elective hours may be substituted for Elementary Typing and/or Elementary Shorthand if performance on proficiency tests in these skills indicates that student may be exempted from them.

** Three hours of Physical Education courses may be substituted.

Total Hours Required For Graduation	96
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ASSOCIATE DEGREE NURSING (PROPOSED)

The proposed program in nursing is to prepare students for registered nursing in a seven quarter curriculum comprised of general education and nursing courses. Upon successful completion of the total program, the student is granted the Associate in Applied Science Degree and is eligible to write the State Board Examination for licensure as a registered nurse.

The primary purpose of the program is to prepare men and women to give competent direct patient care in settings such as hospitals, nursing homes, visiting nurse service agencies, doctor's offices or clinics.

Advanced standing may be granted to graduate Licensed Practical Nurses and ex-service medical personnel, upon proof of completion of certain approved programs, and the obtaining of a passing score when writing a battery of exams used for evaluative purposes.

Students secure a college-level education with the same privileges and responsibilities as students in the total student body. They share in social and cultural aspects of college life, while developing their potential as persons, citizens and nurses.

Classes in general education courses will be shared with students from other disciplines. Clinical nursing experiences will be carefully planned around current nursing theory. Nursing faculty select, guide, and evaluate learning experiences in other agencies.

The unique features of the program make a nursing education feasible for older students, married women, and men whose family responsibilities require them to live at home.

Although the Associate Degree program is complete for the purpose described, college credit earned can be applied toward a baccalaureate degree if desired.

Additional information will be available through the Admissions Office.

VOCATIONAL EDUCATION PROGRAMS (ONE YEAR) LEADING TO THE DIPLOMA

OBJECTIVES OF THE VOCATIONAL EDUCATION PROGRAMS

The purpose of the Vocational Education Programs is to guide youth and adults in acquiring vocational competency in the knowledge and skills that will help them to become well-adjusted, useful, and self-supporting citizens.

The courses are designed to prepare for initial employment, retraining for new skills, or for advancement in a vocation. Students are expected to acquire the skills and technical knowledge that become assets for employment in business and industry.

SPECIFIC ADMISSION REQUIREMENTS

An applicant to the full-time day programs must present a certificate of graduation and a transcript of his record from a recognized high school, or he may present a High School Equivalency Certificate.

An applicant must be 18 years of age and not attending a school at the high school level.

CLASS ATTENDANCE

Students are expected to attend all classes. Any work missed due to absences must be made up and is the responsibility of the student.

Absences will be excused only upon the presentation of a doctor's verification of illness or other *bona fide* justification of the absence. The excuse must be submitted to the office of the Occupational Director within 24 hours after the student returns to school.

Absences for any reason are the responsibility of the student, and missing more than twenty-five percent of the class meeting hours or 5 consecutive absences subjects the individual to be dropped from the course with a grade of "F". The student may appeal to the Dean of Instruction in the case of extreme emergency.

WITHDRAWALS

A student who withdraws from the vocational day program is expected to confer with his advisor and clear through the Director of the Occupational Division the Office of Student Services, and



the Business Office. Any student, who leaves the program without officially withdrawing will receive a grade of "F" in all courses. Application for withdrawal should be made at the Office of Student Services.

PROBATION AND SUSPENSION

Any student failing to pass $\frac{1}{3}$ of his work on an hourly basis will be automatically excluded from registration for the next quarter.

Any student failing to pass $\frac{2}{3}$ of his work on an hourly basis will be placed on probation for the next quarter. If the student does not pass more than $\frac{2}{3}$ of his work the quarter he is on probation, he will be automatically excluded from registration for the next quarter. After three quarters of work in which the student does not pass $\frac{2}{3}$ of his work, he will be automatically suspended and may be reinstated only by the Academic Suspension Appeals Committee. Requests for reinstatement will be sent to the office of the Division of Occupational Education and forwarded to the Accademic Suspension Appeals Committee.

REQUIREMENTS FOR DIPLOMA OR CERTIFICATE

A diploma is awarded the student who successfully completes the prescribed trade program of instruction.

Awarding of a diploma is also based upon payment of all financial obligations owed to the College.

PROGRAMS OF STUDY

AUTOMOTIVE MECHANICS TRADE

First Quarter

		Hours per week*			
		Class	Lab	Shop Prac.	Cr. Hr. Equiv.
AUT 1100	Auto Engines	3	9	8	7
MAT 1000	Fundamentals of Mathematics	5	0	0	5
DFT 1000	Blueprint Reading I	4	0	0	4
ENG 1020	Reading Improvement	2	0	0	2
		14	9	8	

Second Quarter

AUT 1110	Auto Electrical & Fuel Systems	3	9	8	7
MAT 1010	Vocational Mathematics	3	0	0	3
PHY 1040	Applied Physics I (elec.)	1	2	0	2
MEC 1250	Structure of Metals	3	0	0	3
ENG 1030	Communication Skills	2	0	0	2
DFT 1101	Schematics & Diagrams: Power Mechanics	3	0	0	3
		15	11	8	



Third Quarter

AUT 1120	Automotive Power Train System	3	9	8	7
PSY 1060	Industrial, Community and Personal Relations	2	0	0	2
PHY 1050	Applied Physics II (light & heat)	1	2	0	2
WLD 1400	Basic Welding	2	3	0	3
		8	14	8	

Fourth Quarter

AUT 1130	Automotive Chassis & Suspension	3	3	4	4
AUT 1140	Automotive Air Conditioning	2	3	0	3
BUS 1103	Small Business Operations	2	0	0	2
PHY 1060	Applied Physics III (mechanics)	1	2	0	2
AUT 1150	Automotive Servicing	3	3	4	4
		11	11	8	

COSMETOLOGY

First Quarter	Course Title	Hours per Week		Hours per Quarter	Cr. Hrs. Equiv.
		Class	Lab		
COS 1101	Introduction to Cosmetology	5	1	66	5
COS 1102	Bacteriology, Sanitation, and First Aid	5	2	77	6
COS 1112	Personality	2	0	22	2
COS 1103	Shampoo and Rinse	0	2	22	1
COS 1105	Finger Waving & Pin Curling	1	9	110	5
COS 1107	Manicuring	1	2	33	2
		14	16	330	

Second Quarter

COS 1106	Hair Shaping	1	9	110	5
COS 1111	Hair Styling and Wig Care	2	9	121	6
COS 1115	Tinting and Bleaching	1	8	99	5
		4	26	330	

Third Quarter

COS 1110	Permanent Waving—Cold & Heat Wave	2	15	187	9
COS 1118	Anatomy	3	2	55	4
COS 1120	Facials	1	5	66	3
		6	22	308	

Fourth Quarter

COS 1119	Anatomy	2	4	66	4
COS 1116	Scalp Treatments	1	2	33	2
COS 1121	Disorders of Skin, Nails, and Hair	5	3	88	6
COS 1122	Electricity	3	1	44	3
COS 1123	Chemistry	2	1	33	2
COS 1124	Operational Management	1	0	11	1
		14	11	275	



FARM MACHINERY MECHANICS

First Quarter

	Course Title	Class	Lab	Hours per week*	
				Shop Prac.	Cr. Hr. Equiv.
AUT 1100	Auto Engines	3	9	8	7
MAT 1000	Fundamentals of Mathematics	5	0	0	5
DFT 1000	Blueprint Reading I	4	0	0	4
ENG 1020	Reading Improvement	2	0	0	2
		14	9	8	

Second Quarter

AUT 1110	Auto. Elect. & Fuel Systems	3	9	8	7
MAT 1010	Vocational Mathematics	3	0	0	3
PHY 1040	Applied Physics I (elective)	1	2	0	2
DFT 1101	Schematic & Diagrams: Power Mech.	3	0	0	3
ENG 1030	Communications Skills	2	0	0	2
		12	11	8	

Third Quarter

PME 1113	Farm Machinery Hydraulic Systems	3	3	4	6
PSY 1060	Industrial, Community and Personal Relations	2	0	0	2
PHY 1050	Applied Physics II (Light & Heat)	1	2	0	2
PME 1120	Power Train Systems	3	3	4	6
WLD 1400	Basic Welding	2	3	0	3
		11	11	8	

Fourth Quarter

BUS 1103	Small Business Operation	3	0	0	3
PHY 1060	Applied Physics III (Mechanics)	1	2	0	2
PME 1115	Farm Machinery Suspensions and Implements	3	3	4	6
PME 1116	Farm Machinery Service & Repair	3	3	4	6
		10	8	8	

MACHINIST TRADE

First Quarter

	Course Title	Class	Lab	Hours per week*	
				Shop Prac.	Cr. Hr. Equiv.
MEC 1200	Machine Shop Theory & Prac. I	3	16	0	11
MAT 1000	Fundamentals of Math	5	0	0	5
DFT 1000	Blueprint Reading I	4	0	0	4
ENG 1020	Reading Improvement	2	0	0	2
		14	16	0	

Second Quarter

MEC 1210	Machine Shop Theory & Prac. II	2	14	0	9
MAT 1010	Vocational Math	3	0	0	3
PHY 1040	Applied Physics I (elective)	1	2	0	2
MEC 1250	Structure of Metals I	3	0	0	3

ENG 1030	Communications Skills	2	0	0	2
DFT 1010	Blueprint Reading II	3	0	0	3
		14	16	0	

Third Quarter

MEC 1220	Machine Shop Theory & Prac. III	2	12	0	8
MAT 1020	Geometry & Trigonometry	3	0	0	3
PSY 1060	Industrial, Community and Personal Relations	2	0	0	2
PHY 1050	Applied Physics III (L&H)	1	2	0	2
WLD 1400	Basic Welding	2	3	0	3
DFT 1020	Blueprint Reading III	3	0	0	3
		13	17	0	

Fourth Quarter

MEC 1230	Machine Shop Theory & Prac. IV	3	16	0	11
MEC 1255	Structure of Metals II	3	0	0	3
MAT 1030	Machinist Math	3	0	0	3
DFT 1030	Blueprint Reading IV	2	0	0	2
PHY 1060	Applied Physics III (mech)	1	2	0	2
		12	18	0	

ADVANCED MACHINIST TRADE (Second Year Option)

First Quarter

MEC 1260	Precision Machining I	2	16	0	10
DFT 101	Engineering Drawing	6	0	0	6
	Electives	6			6
		14	16	0	

Second Quarter

MEC 1265	Precision Machining II	2	16	0	10
DFT 102	Engineering Drawing	6	0	0	6
	Electives	6	0	0	6
		14	16	0	

Third Quarter

MEC 1270	Machine Repair	2	16	0	10
DFT 103	Engineering Drawing	6	0	0	3
	Electives	6	0	0	9
		14	16	0	

Fourth Quarter

MEC 1275	Jig & Fixture Building	2	10	0	7
MEC 1280	Die Making	2	10	0	7
	Electives	6	0	0	6
		10	20	0	

SUGGESTED ELECTIVES (Second Year Option)

		Class Hours	Credit Hours
T-DES 101-102	Materials, Tools & Processes	3-3	3-3
T-ELN 101	D.C. Circuits	6	4



T-ELN 102	A.C. Circuits	6	4
T-DFT 205	Descriptive Geometry	4	4
PED 101-102	Physical Education	3-3	1-1
PED 201-202	Physical Education	3-3	1-1
MAT 91-92	Basic Mathematics I	3	3*
T-DFT 214-215	Jigs and Fixtures	3	3
T-TEC 101	Introduction to Technology	1	1

MACHINE OPERATOR PROGRAM

The purpose of this program is to allow students who will not reach a level of excellence as a machinist to succeed in a specialized program allied to the Machinist Trade. This program will be three quarters in length. The first quarter is the same as the Machinist Program and during this time the instructor and advisor may evaluate the student's progress and abilities and advise them as to the program they should follow.

This program will, hopefully, offer a chance for occupational success and satisfaction to some students who might fail in the Machinist programs. A Machine Operator's Certificate will be presented upon successful completion of the program.

MACHINE OPERATOR

First Quarter	Course Title	Class	Hours per week*		
			Lab	Shop Prac.	Cr. Hr. Equiv.
MEC 1200	Machine Shop Theory & Practice	3	16	0	11
MAT 1000	Fundamentals of Math	5	0	0	5
DFT 1000	Blueprint Reading I	4	0	0	4
ENG 1020	Reading Improvement	2	0	0	2
		14	16	0	
Second Quarter					
MEC 1215	Lathe Operation	3	10	0	8
MEC 1225	Drill Press Operator	3	10	0	8
MAT 1010	Vocational Math	3	0	0	3
ENG 1030	Communication Skills	2	0	0	2
		11	20	0	
Third Quarter					
MEC 1235	Shaper Operation	3	12	0	9
MEC 1245	Mill Operation	3	12	0	9
		6	24	0	

MARINE MECHANICS

First Quarter	Course Title	Class	Hours per week*		
			Lab	Shop Prac.	Cr. Hr. Equiv.
AUT 1100	Auto Engines	3	9	8	7
MAT 1000	Fundamentals of Mathematics	5	0	0	5
DFT 1000	Blueprint Reading I	4	0	0	4
ENG 1020	Reading Improvement	2	0	0	2
		14	9	8	

Second Quarter

AUT 1110	Auto Electrical & Fuel Systems	3	9	8	7
MAT 1010	Vocational Mathematics	3	0	0	3
PHY 1040	Applied Physics I (elective)	1	2	0	2
DFT 1101	Schematic & Diagrams: Power Mech.	3	0	0	3
ENG 1030	Communications Skills	2	0	0	2
		12	11	8	

Third Quarter

PSY 1060	Industrial, Community and Personal Relations	2	0	0	2
PHY 1050	Applied Physics II (Light & Heat)	1	2	0	2
PME 1120	Power Train Systems	3	3	4	6
PME 1127	Marine Engine Servicing	3	3	4	6
WLD 1400	Basic Welding	2	3	0	3
		11	11	8	

Fourth Quarter

BUS 1103	Small Business Operations	3	0	0	3
PHY 1060	Applied Physics III (Mechanics)	1	2	0	2
PME 1129	Marine Auxiliary Equipment	3	3	4	6
PME 1131	Marine Propulsion Systems Servicing	3	3	4	6
AUT 1140	Auto Air Conditioning	2	3	0	3
		12	11	8	

RADIO-TELEVISION SERVICING

		Hours per week*			
		Class	Lab	Shop Prac.	Cr. Hr. Equiv.
MAT 1000	Fundamentals of Math	5	0	0	5
DFT 1000	Blueprint Reading I				
	Heat)	4	0	0	4
ENG 1020	Reading Improvement	2	0	0	2
ELN 1300	Radio-Television Servicing I	3	9	8	7
		14	9	8	

Second Quarter

MAT 1010	Vocational Mathematics	3	0	0	3
PHY 1040	Applied Physics I (Elective)	1	2	0	2
ENG 1030	Communication Skills	2	0	0	2
ELN 1310	Radio-Television Servicing II	5	9	8	9
		11	11	8	

Third Quarter

PSY 1060	Industrial, Community and Personal Relations	2	0	0	2
PHY 1050	Applied Physics II (Light & Heat)	1	2	0	2
ELN 1320	Radio-Television Servicing III	5	12	8	11
		8	14	8	

Fourth Quarter

BUS 1103	Small Business Operations	2	0	0	2
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PHY 1060	Applied Physics III (Mechanics)	1	2	0	2
ELN 1330	Radio-Television Servicing IV	5	12	8	11
		8	14	8	

*Hours Per Week—this is the minimum number of hours that each student will spend in instruction each week.

Class—Refers to the time spent in the classroom.

Lab.—Refers to the time spent in the laboratory at a College facility.

Shop Pract.—Refers to the time spent in an actual shop or job experience, supervised by a shop foreman or other designated personnel and coordinated by the instructor or instructors in the student's area of study.

PRACTICAL NURSE EDUCATION

The College of The Albemarle and the Albemarle Hospital Board of Trustees in cooperation with the North Carolina State Department of Community Colleges offer to qualified applicants a twelve month course in Practical Nursing. Supervised clinical practice is given by qualified instructors certified by the North Carolina Department of Community Colleges.

Specific Admission Requirements

Age: 17-50

Education: High School Graduates or persons who have passed the High School Equivalency Examination.

Health: Good mental and physical health is essential. Physical and dental examinations and immunization against smallpox, typhoid, tetanus and poliomyelitis are required.

General: Applicants must be citizens of the United States or signify their intention of becoming citizens. Entrance examinations are administered and applications are considered by an Admissions Committee composed of representatives of the College and the Albemarle Hospital.

This course is twelve (12) months in length and is divided into four quarters. Students wishing to take Practical Nursing in a Practical Nurse Education Program must meet the age level and other requirements of an accredited school. The North Carolina Board of Nursing prescribes, in accordance with the North Carolina Laws related to nursing, the course of study and the standards which accredited school programs will maintain.

PRACTICAL NURSE EDUCATION

Program of Study

First Quarter	Course Title	Hours Per Quarter		
		Class	Lab.	Cl. Practice
PNE 1510	Vocational Adjustments	15		
PNE 1516	Nursing-incl. C. Drugs I & II	66	21	14



PNE 1511	Health	22		
PNE 1514	Nutrition and Diets	33		
PNE 1513	Microbiology	22		
ENG 1040	Language Arts	22		
PNE 1512	Anatomy and Physiology	66		
		246	21	14

Second Quarter

PNE 1520	Med. Surg. Nsng I	44		
PNE 1521	Maternity Nursing	44		
PNE 1522	Growth & Development	22		
PNE 1533	Ped. Inc. Com. disease	22		
PNE 1521	Newborn Cl. Experience			24
PNE 1520	Med. Surg. Nsng Experience I			228
		132		252

Third Quarter

PNE 1530	Med. Surg II	54		
PNE 1534	Drugs and Adm.	34		24
PNE 1531	Geriatrics	32		
PNE 1533	Ped. Clinical Experience			96
PNE 1521	Mat. Clinical Experience			72
PNE 1530	Med. Surg. Cl. Experience II			72
		120		264

Fourth Quarter

PNE 1540	Med. Surg. Nsng III	45		
PNE 1544	Personal and Voc. Adj.	22		
PNE 1515	First Aid and Disaster	22		
PNE 1543	Mental Health	25		
PNE 1521	Maternity Clinical Experience			48
PNE 1540	Med. Surg. Cl. Experience III			216
		114		264
		631	21	801



DIVISION OF ADULT EDUCATION AND COMMUNITY SERVICES

The Adult Education and Community Services Division provides educational courses and training programs and services to meet the needs of the adults in the Albemarle area not served by other educational institutions. Programs presented by this Division are available at the college, in the public school facilities, and in various locations in the following counties—Camden, Chowan, Currituck, Dare, Gates, Pasquotank and Perquimans.

In general, a program can be presented during the day or at night whenever 10-15 persons register for a course. Each program will vary in length according to its purpose.

The programs offered are classified in the six areas listed below:

- I. Academic Educational Programs
 - A. Adult Basic Education
 - B. High School Equivalency
 - C. Learning Laboratories
 - D. Adult High School Diploma Program
- II. General Interest and Employment Related Programs
- III. Cultural Related Programs
- IV. Community Service Programs
- V. Special Education Programs
- VI. Professional In-Service Education
- VII. New Industry Training

Admission Requirements

Generally speaking, any individual who is 18 years of age is eligible for admission to these programs. Some classes may have specific admission requirements. In such cases, the applicants will be informed of these requirements. Prior to the beginning of each quarter a course schedule is published and made available to prospective students upon request. Courses which begin between the regular quarters are publicized through the area news media. Adults are encouraged to contact the college and pre-register prior to the beginning of each quarter. For further information, please call the Division of Adult Education, Phone 335-0821.

Attendance

Regular attendance and class participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum of 75% student attendance in each course is required to receive the Adult High School Diploma and/or the "Certificate of Achievement."

Fees

Many of these programs and classes are offered without charge; in other instances, a small fee is charged to cover the cost of instructional supplies. All fees must be paid at the first class session. Books and supplies are usually the responsibility of the student and may be purchased through the College.

Certificates

Certificates of completion are presented, upon request, to participants who satisfactorily complete a course or program.

Course Descriptions

Course descriptions for adult education courses are not listed in this publication. Only examples of the types of courses that may be offered are listed. Specific course descriptions are furnished upon request or in a schedule of courses which is made available before the beginning of each quarter. Courses that are not listed in this publication may be offered upon request.

Class Locations

Many adult education courses and services are provided on the campus at College of The Albemarle. Other courses and services are provided in the different communities within the College's area of service that includes the counties of Camden, Chowan, Currituck, Dare, Gates, Pasquotank, and Perquimans.

Veterans Information

The Learning Labs are approved by the Veterans Administration and benefits are now available to veterans who have not completed high school. Veterans may attend the College of The Albemarle Learning Lab and/or regularly scheduled adult high school classes and receive cash benefits while they earn their diploma. The benefits received while earning their high school diploma do not count against total eligibility benefits.

In addition, veterans' wives and children of disabled and deceased veterans who wish to complete their high school education are eligible to receive financial assistance.

Interested persons may call 335-0821, Ext. 266, for information.

I. Academic Education Programs

- A. *Adult Basic Education (ABE)*—Consists of organized classes which usually meet two nights per week, two and one-half hours per night, or the adult student may complete

requirements in the Learning Labs which are open from 8 a.m. to 10 p.m. daily except Friday, 8 a.m. to 4 p.m.

Level I—For those adults who have completed less than four grades of formal education (Grades 0-4)

Level II—For those adults who stopped in grades 5-8 or who have completed Level I in Basic Education.

The programs in this area are designed so that individuals 16 years of age or older may complete their education in grades 1-8 regardless of where they may have stopped their formal education.

- B. *High School Equivalency (GED)*—Consists of organized classes which usually meet two nights per week, two and one-half hours per night, or the adult student may complete requirements in the Learning Labs which are open from 8 a.m. to 10 p.m. daily except Friday, 8 a.m. to 4 p.m.

GED Level 9-10—For those adults who stopped school in grades 9-10 or who have completed Level II in Basic Education

GED Level 11-12—For those adults who stopped school in grades 11-12 or who have completed Level 9-10 of GED

These programs offer courses which are directed toward helping an individual pass the General Educational Development Tests that are given in the Learning Laboratory at College of The Albemarle. Upon successful completion of these tests, the State Department of Public Instruction will issue to the individual the High School Equivalency certificate.

The number of hours needed to complete the Adult High School Equivalency Program depends on the student's reading level and his previous educational experiences, formal and informal. Considering these conditions, 400 hours of study is a reasonable estimate of an average time for completion. It is possible for a student to complete his preparation in as few as 66 hours or it may require as many as 825 hours (25 hours per week, 33 weeks, or 3 quarters) or longer.

- C. *Adult High School Diploma Program*—For admission to the High School Diploma Program, a person must be at least 18 years of age. Provided, that on written recommendation of the local school superintendent, individual public school dropouts between the ages of 16 and 18 may be admitted as students with "special needs."

Before receiving this diploma, which will be awarded by the cooperating county Board of Education, an adult must demonstrate proficiency in reading, language arts, mathematics, general science, and social studies as measured by appropriate tests. Classroom or learning lab instruction is available in all subject areas.

The purpose of the cooperative program of high school education for adults is to provide the testing, guidance, and instruction which will enable the adult student to complete the requirements for and be awarded an Adult High School Diploma.

The number of hours needed to complete the Adult High School Diploma Program depends on the student's reading level and his previous educational experiences, formal and informal. Considering these conditions, 400 hours of study is a reasonable estimate of an average time for completion. It is possible for a student to complete his preparation in as few as 66 hours or it may require as many as 825 hours (25 hours per week, 33 weeks, or 3 quarters) or longer.

Additional information concerning the opportunity to earn an Adult High School Diploma may be obtained by contacting the college or the local school superintendent in any one of the seven counties served by the college.

- D. *Learning Laboratories*—The Learning Laboratories provide an opportunity for any interested adult, regardless of his educational background, to select appropriate courses of study from over two hundred programmed instruction courses ranging in difficulty from the elementary school level to and including the college level. The adult student may complete requirements for the Adult High School Diploma or the High School Equivalency Diploma (GED) in the learning labs. Each of these courses is presented in a book or booklets which reduce the course content into easily learned, step-by-step units. Individuals studying most of these courses are completely free to set their own study pace. Students who are advised to complete phases of programs leading to a high school diploma, the high school equivalency certificate, or who are required to do preparatory study in association with a college curriculum, are expected to show steady progress toward a predetermined objective in their Learning Laboratory study. There are no teacher-administered tests, grade assignments, or set speeds of completion for most programmed instruction courses.



Following is listed the various subjects that are available in the Learning Laboratories located at College of The Albemarle; the Swain Elementary School in Edenton, N. C.; and the Manteo Elementary School in Manteo, N. C.

SUBJECTS

READING AND LANGUAGE

Reading instruction at all levels
Practice, and drill in individual reading skills
Vocabulary development
Spelling Punctuation
Grammar Composition
Business letter writing

LITERATURE

Poetry
Adventures in Reading 1,2,3

GENERAL INTEREST

Musical Notation The Game of
The Game of Bridge
Chess Interior Decorat-
ing
Theology
Flower Arrange-
ment

MATHEMATICS

Modern Math—Jr. High
Arithmetic
Addition Subtraction
Multiplication Division
Fractions Decimals
Per Cents Square Root
Probability
Algebra—Modern & Traditional
Geometry—Plane & Solid
Trigonometry
Calculus Logarithms Statistics

SOCIAL STUDIES

United States History
United States Geography

The Constitution The Bill of Rights
How a Bill Becomes a Law

ECONOMICS

American Economics Series

ACADEMIC SKILLS

How to Study How to Read Maps
Slide Rule Latitude and Longitude

BUSINESS

Bookkeeping Accounting
Shorthand Management Skills
Arithmetic of Basic Filing
Computers
Consumer
Mathematics

SCIENCE

Psychology General Science
Biology Physics
Chemistry Vectors

TECHNICAL

Electronics Blueprint Reading
Transistors Electricity

FOREIGN LANGUAGE

French Spanish German
(reading, writing, speaking)

HEALTH

First Aid Nutrition
Safety Personal Health

The following equipment is available for use by the students in the Laboratories:

Reading Rateometer
Controlled Reader
Craig Reader
Tape Recorder (stereo, reel-to-reel)
Language Master
Record Player
DuKane Filmstrip Projector with Record Player
DuKane Filmstrip Projector with Cassette Player

Viewlex Table-talk Filmstrip Projector with Record Player
Study Mate Filmstrip Projector for captioned filmstrips
Cassette Recorder
Headphones
Table-top Screens

II. General Interest and Employment Related Programs

These programs offer opportunities for an individual to take courses in response to an interest, for upgrading in employment, or for qualifying for employment.

Agricultural

Farm Records
Ornamental Horticulture
Fertilizers and Lime

Pesticides
Poultry Management
Welding for Farmers

Business

Accounting
Typing
Office Procedures

Bookkeeping
Shorthand
Office Management

Construction

Bricklaying
Blueprint Reading
Carpentry

Housewiring
Plumbing

General Interest

Effective Listening
Furniture Upholstery
Income Tax
Cake Decorating
Knitting
Sewing
Air Conditioning & Refrigeration
Reading Improvement
Real Estate Fundamentals
Small Engine Repair

Welding
Boating
Slimnastics
First Aid
Homemaking
Adult Driver Education
Modern Math
Speed Reading
Safety Courses
Public Speaking

This list, of course, is not inclusive, but illustrates the broad range of types of courses available. For further information please contact the College.

III. Cultural Programs

These activities offer opportunities for young and old to further develop an area of interest, to pursue a hobby, or to learn how art plays a role in many aspects of life.

A. *Albamarle Choral Society*—The Society was organized to give talent in the area the opportunity for training and experience in concerted vocal art forms of music and composition. In order to achieve its intended purpose an area

has been established in Edenton (S.W. Division) and in Elizabeth City (N.W. Division).

B. *Fine Arts*—Courses are offered in the following areas:

Decoupage	Painting (Oil)
Figure Drawing	Pottery
Interior Decorating	Printmaking
Metal Enameling	Sculpture
Flower Arranging	Water Color
Arts & Crafts	Millinery

C. *Lyceum Series*—The program is designed to present a series of educational, cultural and entertainment events. These events feature nationally known performers and performing groups each year.

D. *Photographic Slide Presentations*—Photographic slide presentations on Dare and Pasquotank Counties are available to various clubs and groups upon request. These slides reveal the historical, cultural and recreational aspects of each county.

IV. *Community Service Programs*—College of The Albemarle sponsors and promotes a number of community services which contribute to the cultural, economic, and civic improvement of the community. Such services may arise from almost every program area. Community service activities include the following:

Seminars and Conferences	Fine Arts Exhibits
Speakers' Bureau	Musical Programs
Discussion Groups	Community Studies
Lecture and Film Series	Drama Programs

V. *Special Educational Programs*

Ambulance Attendants Training	Hospitality Training
Fire Service Training	Law Enforcement Training
Fisheries Training	Linesman Safety Training
Forensic Science Training	Supervisory Development Training
	Telephone Safety Training

VI. *Professional Inservice Programs*—Professional Inservice Programs include courses in Business Education, Health and Welfare Education, and Teacher Education. Courses are offered at the professional and sub-professional levels. Some of the courses available on the college campus are provided by senior colleges and universities and carry graduate level credit.

A. *Business Education*—Courses in Business Education are planned especially for adults who desire business education for personal purposes. Among the courses provided by the College are the following:

Beginning Typing	Bookkeeping
Advanced Typing	Secretarial Procedures



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BIR 00 NL

Business English
Gregg Shorthand
ABC Stenoscrypt

Business
Correspondence
Business Math
Business Machines

B. *Health and Welfare Education*—Health Education courses are especially designed to contribute to the improvement of health and welfare and provide opportunities for persons engaged in all aspects of health services to up-date themselves in their professions. Courses are available in the following subject areas:

Chronic Diseases
Mental Health
Child Development
Geriatric Nursing
Environmental Pollution

Home Companion for the Aged
Emotional Problems
Physical Handicaps
Preparation for Parenthood
Baby Care

C. *Teacher Education*—Teachers are increasingly seeking opportunities for professional growth through inservice education. College of The Albemarle cooperates with local school agencies, senior colleges, and the universities in providing short courses, workshops and credit courses for certificate renewal and professional growth. Courses and workshops are offered in many subject areas such as the following:

Principles of Guidance
Psychology (Social)
Advanced Cultural Geography
Tests and Measurements
Foundations of Kindergarten Edu.
Classroom Art Media
Aerospace Education

Home-School-Community Relations
Introduction to Exceptional Children
Modern Math for Elem. Teachers
Social Studies in the Elem. School
Mental Health
Environmental Education
Juvenile Delinquency

VII. New Industry Training

One of the basic objectives of College of The Albemarle is to stimulate the creation of more challenging and rewarding jobs for the people of our area by providing a customized training service to new and expanding industries. Subject to only minimal limitations, this institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

The New and Expanding Industry Training Program includes the following services:

1. Consultation in determining job descriptions; defining areas of training; and in prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.

3. Payment of instructors' wages for the duration of the training program.
4. Provision of suitable space for a temporary training facility prior to the completion of the new plant, should such temporary space be required. This may be space with College of The Albemarle or leased space in the community.
5. Assumption of installation costs of equipment in the temporary training facility.
6. Payment for one-half the cost of nonsalvageable materials expended in the training program.

The purpose of this service is to help a new or expanding industry to meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

For further details of this service, please contact the President or the Director of Adult Education, College of The Albemarle, Elizabeth City, North Carolina.



EVENING COURSE OFFERINGS

Courses offered during the evening hours in the College Transfer Education Division now make it possible for a student to meet graduation requirements from College of The Albemarle by attending night school alone. High School graduation or its equivalent (GED) is the only admission requirement. Courses are offered in sequence so that a student may enroll in advanced courses immediately after completing the basic ones.

Classes are scheduled Monday through Thursday evenings with courses carrying three quarter hours' credit meeting from 7:00 to 10:00 p.m. one night per week. Exceptions to this are four hour courses—science and some business courses—which meet one night for the lecture portion and one night for laboratory work each week. Each three hour night class is the equivalent of three daytime fifty-minute classes or one week of day-time classwork.

The cost for these courses is the same as for the courses offered during the day.

For information concerning the courses to be offered, please contact the College.

Evening Vocational and Technical courses are the same as offered to the full-time vocational and technical student. The courses are scheduled to meet one or two evenings per week (7:00 to 10:00 p.m.) throughout the normal school year.

The cost for these courses is the same as for the courses offered during the day.

General Adult Non-Credit Classes are also offered on campus as a part of the regular evening program. These classes are scheduled one or two evenings a week. The cost is minimal. Classes are free to Senior Citizens 65 years of age and older.



COURSE DESCRIPTIONS

All College Preparatory courses are indicated by a three-letter prefix and a number below 100. All Freshman College Transfer courses are indicated by a three-letter prefix and numbers ranging between 100-199. All Sophomore College Transfer courses are indicated by a three-letter prefix and numbers ranging between 200-299.

All Freshman Technical courses are indicated by the assigned three-letter prefix preceded by the letter "T" and numbered between 100-200. All Sophomore Technical courses are indicated by the assigned three-letter prefix preceded by the letter "T" and numbered between 200-300.

All Vocational courses are indicated by the assigned three-letter prefix and numbered between 1000-2000.

On the same line following the prefix and number, appears the course title, the number of quarter credit hours, with the number of lecture and lab hours being shown in parentheses.

The class and laboratory hours shown in the catalog are minimal. It is a policy of this institution to permit students to enroll in additional class and laboratory work beyond those shown in the catalog in order to broaden their educational experience.

ART

ART 100, 101, 102	History and Appreciation of Art History of Art from primitive times to the present covering painting, sculpture, and architecture. The course requires some parallel reading and is taught with reference to the life of the people during the time the art-work was created. Slides are used to supplement the textbook.	3 (3-0)
ART 103	Color and Design A course dealing with color theory and design principles, with emphasis on design fundamentals.	3 (2-4)
ART 104	Drawing A course which introduces the student to drawing in various media.	3 (2-4)
ART 105	Figure Drawing This course will explore various media leading to an understanding of figure drawing. There will be three studios a week, and discussions and critiques of work.	3 (2-4)
ART 106	Painting Survey There will be three studios a week, with discussion and critiques of work. This course will explore basic concepts of painting and will acquaint the student with the field of painting as a fine art.	3 (2-4)
ART 107	Ceramics Survey A course which introduces the student to the total ceramic	3 (2-4)

process. Emphasis is placed on use of the potter's wheel. Three two-hour studios per week.

- ART 108 Sculpture Survey 3 (2-4)**
This course will expose the student to sculpture, its processes and techniques, and survey the methods and materials as well as styles of sculpture.
- ART 109 Printmaking Survey 3 (2-4)**
There will be three studios a week. This course will explore the printmaking processes of relief, intaglio and stencil. An introductory course to acquaint the student with the broader aspects of printmaking.
- ART 110 Crafts Design 3 (2-4)**
This course will explore crafts design principles and the use of craft materials and tools.

AUTOMOTIVE MECHANICS

- AUT 1100 Automotive Engines 7 (3-9)**
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in automotive repair work. Study of the construction and operation of components of automotive engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhausts systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.
- AUT 1110 Automotive Electrical & Fuel Systems 7 (3-9)**
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, alternators, regulators, ignition, accessories and wiring; fuel pumps, carburetors, emission control systems, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.
- AUT 1120 Automotive Power Train Systems 7 (3-9)**
Principles and functions of automotive power train systems; clutches, standard transmissions, automatic transmissions, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.
- AUT 1130 Automotive Chassis & Suspension 4 (3-3)**
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, steering and braking systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front end, types and servicing of brakes.
- AUT 1140 Automotive Air Conditioning 3 (2-3)**
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.
- AUT 1150 Automotive Servicing 4 (3-3)**
Coordinated methods of using knowledge acquired in previous automotive courses to correctly troubleshoot and

repair any part of the automobile. This course incorporates diagnostic testing.

BIOLOGY

- BIO 101** **General Biology** 4 (3-3)
An introduction to basic biological principles—the nature, of science, elementary chemistry, cell structure and function, energy transformation and an introduction to the anatomy and physiology of plant and animal systems.
- BIO 102** **General Biology** 4 (3-3)
Continuing study of the anatomy and physiology of plant and animal systems, animal behavior, cellular reproduction, molecular and Mendelian genetics, plant and animal development and an introduction to evolution and ecology.
Prerequisite: BIO 101 or permission of the instructor.
- BIO 103** **General Biology** 4 (3-3)
A phylogenetic survey of living organisms. The major phyla are studied with emphasis on evolutionary relationships.
Prerequisite: BIO 102 or permission of the instructor.
- BIO 205-206** **Anatomy and Physiology I and II** 4 (3-3)
An integrated anatomical and physiological study of the human body. Designed to give the student an understanding of basic human anatomy and physiology.
Prerequisites: BIO 101, 102, 103, or permission of the instructor.
- BIO 207** **Microbiology** 4 (3-3)
A study of microorganisms with emphasis on morphology and physiological processes, and their relationship to man and his environment. Laboratory exercises will expose the student to the detection, identification and destruction of pathogenic microorganisms.
Prerequisites: BIO 101, 102, 103 or BIO 205, 206
- BIO 210** **Principles of Ecology** 5 (3-4)
A study of basic ecological principles. Content includes productivity, nutrient cycles, pollution, environmental factors, species interaction, physiological ecology, population dynamics, community ecology, world biomes, paleoecology, and ecology and man. A week-end field trip is required.
Prerequisites: BIO 101, 102, 103.

BUSINESS

- T-BUS 100** **Stenoscrypt** 3 (3-1)
An easy-to-learn phonetic shorthand written with the "abc's" rather than symbols. Accepted by Civil Service and Industry. Speed of 80 words a minute can be achieved in one quarter. (Course will not transfer to four-year institutions).
- BUS 101** **Elementary Typewriting** 3 (3-1)
Mastery of the keyboard and development of basic techniques leading to speed and accuracy on manual or electric typewriters.
- BUS 102** **Intermediate Typewriting** 3 (2-2)
Accuracy and speed are developed through correct type-

writing techniques. Practical applications, business letters, manuscripts, tabulations, centering.
Prerequisites: BUS 101 or demonstration of proficiency.

- BUS 103 Advanced Typewriting 3 (2-2)**
Further development of production speed and accuracy. Application of skills: special communications, statistical tabulations, minutes, reports, legal documents, and business forms.
Prerequisite: BUS 102.
- BUS 104 Elementary Shorthand 5 (5-0)**
Emphasis is placed on the mastery of word-building principles of the Gregg system, with intensive drill on brief forms and correct writing and reading techniques.
- BUS 105 Intermediate Shorthand 4 (3-2)**
Designed to perfect the knowledge of theory, to widen vocabulary range, to develop phrasing skill, and to achieve a speed of from 60 to 80 words a minute on new material.
Prerequisite: BUS 104 or demonstration of proficiency.
- BUS 106 Introduction to Business 5 (5-0)**
A comprehensive introductory analysis of the modern business field, including organization, methods of operation, forms of ownership, business functions, and problems of management.
- BUS 107 Business Mathematics 3 (3-0)**
The application of standard principles of mathematics to business situations. Includes markup, trade and cash discounts, interest, depreciation, installment credit, negotiable instruments, payrolls, insurance, commissions, graphs, statistics.
- BUS 108 Personal Finance 5 (5-0)**
Covers personal and family finance, budgeting, borrowing, charge accounts, installment buying, insurance, home buying, income taxes, the stock market, and other investment media.
- T-BUS 109 Inter-Personal Relations 3 (3-1)**
The course is designed to help the individual become more aware of himself, his potential, and how to react in many situations. Emphasis is placed on personality, speech, grooming, physical, mental, and social improvement pertaining to business and daily relations with others.
- T-BUS 115 Business Law 3 (3-0)**
A general course designed to acquaint the technical student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.
- T-BUS 123 Business Finance 3 (3-0)**
Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.
- BUS 201 Advanced Shorthand 3 (2-2)**
Dictation at increasingly higher speeds, with a goal of from 80 to 100 words a minute on new material. Includes transcription practice.
Prerequisite: BUS 105.

BUS 203-204-205	Principles of Accounting A study of the basic accounting principles and concepts are applied to single proprietorships, partnerships, and corporations. Introduces the student to the basic concepts of cost accounting and the interpretation of financial statements. Prerequisite: None (BUS 107 encouraged)	4 (3-2)
BUS 206-207-208	Business Law Law as it applies to business transactions, including contracts, principal and agent, negotiable instruments, principal and surety, insurer and insured, bailments, sales partnerships, corporations, and real estate.	3 (3-0)
BUS 209	Business Communications A study of the principles of modern business communication through the development of dynamic English grammar, with analysis and composition of the various types of effective business letters and reports. Prerequisite: ENG 101	3 (3-0)
T-BUS 210	Office Machines Designed to acquaint students with the use and operation of a variety of office machines, including the transcribing machine, adding machine, rotary and printing calculators, key-punch, and fluid duplicator. Prerequisite: Typing speed of 40 words a minute.	2 (1-2)
BUS 211	Marketing A study of the principles, functions, and methods of marketing products from producer to consumer. Consumer behavior, marketing consumer goods, the ways middle-men's activities affect the manufacturer's sales strategy.	5 (5-0)
T-BUS 212	Accounting Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: BUS 107.	4 (3-2)
T-BUS 221	Transcription Designed to develop rapid and accurate transcripts from office-type dictation. Includes intensive practice in machine transcription. Prerequisites: Typing speed of at least 40 w. p. m.	4 (3-2)
T-BUS 229	Taxes Application of Federal and States taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Prerequisite: T-BUS 212	4 (3-2)
T-BUS 235	Business Management Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.	3 (3-0)

- T-BUS 243 Advertising 4 (3-2)**
 The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.
- T-BUS 271 Office Management 3 (3-0)**
 Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.
- T-BUS 272 Principles of Supervision 3 (3-0)**
 Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.
- BUS 1103 Small Business Operations 2 (2-0)**
 An introduction to business covering basic business problems, equipment and office layout, business forms and records, purchasing and inventory, and basic business law.

CHEMISTRY

- CHM 101 General Chemistry 4 (3-3)**
 An introductory course concerned with the basic principles and theories governing the relationships between the different states of matter, atomic theory, chemical bonding and the periodic law. Laboratory includes an introduction to quantitative analysis.
- CHM 102 General Chemistry 4 (3-3)**
 A continuation of Chemistry 101. Gas laws, introduction to thermodynamics, change of state and chemical equilibrium. Laboratory: a continuation of quantitative analysis. Prerequisite: CHM 101
- CHM 103 General Chemistry 4 (3-3)**
 Chemical kinetics, a study of properties of chemical elements and their compounds, and an introduction to nuclear and organic chemistry. Laboratory: a continuation of quantitative analysis. Prerequisite: CHM 102

COSMETOLOGY

- | | | Hours Per Week | Total Contact Hours |
|-----------------|--|----------------|---------------------|
| | | Class Lab | |
| COS 1101 | Introduction to Cosmetology | 5 1 | 66 |
| | Designed to give the student a background for the profession and an understanding of the laws and civic responsibilities involved. | | |
| COS 1102 | Bacteriology, Sanitation, and First Aid | 5 2 | 77 |
| | A study of bacteriology to prevent the spread of disease in the shops, and instructions in sanitary measures and law. Emphasis is placed on safety and methods of rendering first aid. Also instruction in health needs and habits of an individual. | | |

COS 1103	Shampoo and Rinse	0	2	22	This course covers the theory and practical training necessary to develop the manipulative skill for shampooing. Emphasis is placed on composition and application of various rinses.
COS 1105	Finger Waving and Pin Curling	1	9	110	A study of hair, use of comb, fingers, and waving lotion to produce a wave. The different styles of finger waving, pin curling, and roller curl are studied to enable the student to make application of finger waving and pin curling to various hair styles.
COS 1106	Hair Shaping	1	9	110	Skill in the use of scissors and razor for shaping the hair is developed in this course. The student becomes familiar with various methods of cutting hair which may be applied to specific hair styling and permanent waving.
COS 1107	Manicuring	1	2	33	The care of the hands and nails with emphasis on correct procedures, techniques, materials, and equipment used in giving a manicure. Also attention devoted to developing an understanding of the relationship between customer and operator.
COS 1110	Permanent Waving—Cold and Heat Wave	2	15	187	This course is designed to provide a foundation for the practical art of permanent waving. Such topics as types of permanent waves, texture and elasticity of hair, and shaping of hair are included. Also the methods of permanent waving are taught.
COS 1111	Hair Styling and Wig Care	2	9	121	This course deals with the fundamental principles of hair styling and wig care. Through study of the contour of the head and face a student learns to see the relationship of these features to various hair styles. Also extensive practice in the proper use of sculpture curls, brushing, and combing are included.
COS 1112	Personality	2	0	22	Designed to develop a pleasing personality, charm, and poise necessary to every one in the beauty field.
COS 1115	Tinting and Bleaching	1	8	99	A study of techniques and applications involved in giving hair tints and bleaches; reaction of chemicals to certain textures of hair; composition, merits, and limitations of softeners, developers, hair tints, and bleaches.
COS 1116	Scalp Treatments	1	2	33	A study of the principles, techniques, materials, supplies and applications used in giving scalp treatments.
COS 1118	Anatomy	3	2	55	The structure and function of the bones, muscles, and nerves with particular emphasis upon their application of cosmetology.
COS 1119	Anatomy	2	4	66	A continuation of Anatomy with additional emphasis on the structure and function of bones, muscles, and nerves as

applied to the work of the cosmetologist.
Prerequisite: COS 1118

COS 1120	Facials	1	5	66
	Designed to aid in the understanding of the principles, techniques, purposes, application and benefits of facial massage and cosmetic use. The various types of facials appropriate for different types of skin studied.			
COS 1121	Disorders of Skin, Nails and Hair	5	3	88
	The cause, identification, and treatment of common skin disorders and scalp diseases.			
COS 1122	Electricity	3	1	44
	Designed to acquaint the student to electricity in its different phases as applied to cosmetology. Such topics as wallplate, high frequency and electrodes are studied and discussed.			
COS 1123	Chemistry	2	1	33
	Designed to give the student an understanding of the basic principles of chemistry as they apply to the field of cosmetology. The major areas of work studied in this course are: fundamentals of chemistry, chemistry of soaps, hair preparations, nail preparations, deodorant preparations, creams and lotions, and facial preparations.			
COS 1124	Operational Management	1	0	11
	Designed to give the student an understanding of the principles relating to the operation of a beauty shop. Emphasis on equipment, finance, and management.			

DESIGN

T-DES 101-102	Tools, Materials and Processes	3(3-0)
	Introduction to design principles as effecting the draftsman designer; characteristics of materials; methods and procedures used to transform raw materials into finished products; solving basic design problems through laboratory exercises and experiments.	
T-DES 103	Strength of Materials	3 (3-0)
	A study of the characteristics of various materials used by industry and structural members subjected to different types of loads.	

DRAFTING

DFT 101-102-103	Engineering Drawing	4(3-3)
	A sequence of courses in basic Engineering Graphics techniques and principles including but not limited to use and care of instruments, lettering, applied geometry, orthographic projection, dimensioning, pictorial drawing, sections and conventions, and graphical analysis. Beginning students who have had two or more years of mechanical drawing in high school and who are proficient in basic Engineering Graphics may be allowed to substitute a course for DFT 101 (subject to approval of Drafting department and/or advisor).	
T-DFT 104	Electronic Drafting	2 (1-3)
	The application and principles in the use of symbols and conventions in the making of schematic, block diagrams, and other graphic methods of representing electronic engineering problems. Prerequisite: DFT 101	

T-DFT 105	History of Architecture	2 (2-0)
	A study of the development of architectural forms from early civilization to present time.	
T-DFT 201-202 203	Advanced Engineering Graphics	4 (3-3)
	An advanced technical study of engineering graphics to include but not limited to: gears and cams; various industrial fasteners; fluid-power drawings; tool and die drawings; patent drawings and study of ASA (American Standards Association) drafting practices. Prerequisite: DFT 103	
DFT 205	Descriptive Geometry	4 (3-3)
	Graphic analysis of space problems involving points, lines and planes either separately or in combined forms. Pattern development of geometric forms with emphasis toward construction and industrial application. Prerequisite: DFT 102	
T-DFT 206	Design Drafting	4 (3-3)
	Introduction to basic motion transfer as related to power trains to include pulley, chain drives, ratchet pawls, gears & cams, levers, design problem solving. Prerequisite: DFT 103	
DFT 207-208	Architectural Drawing	4 (3-3)
	Basic architecture relating to the construction of dwellings and commercial buildings including basic design requirements for foundations, floors, walls, roof construction, windows, doors and appointments. Prerequisite: DFT 103, DFT 105.	
DFT 209	Individual Drafting Study	3
	Research and study in a specialized area of Engineering Graphics to be related to the students vocational interests. Prerequisite: Instructor's consent.	
T-DFT 214-215	Jigs and Fixtures	4 (3-3)
	Principles and practice of jig and fixture design; problem and design analysis as related to jigs and fixtures construction. Prerequisites: DFT 102 and DFT 214.	
DFT 1000	Blueprint Reading I	4 (4-0)
	Basic principles of blue print reading, lines, views, dimensioning procedures and notes.	
DFT 1010-1020 1030	Blueprint Reading II, III, IV	3 (3-0)
	A continuation of DFT1000, with an emphasis on machine shop blueprint reading, section views, auxiliary views and development. DFT 1030 will include basic principles of machine drawing.	
DFT 1101	Schematics and Diagrams: Power Mechanics	3 (3-0)
	Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.	

DRAMA

DRA 117	Technical Theatre I	3 (2-2)
	Stage architecture, scenic construction, and rigging. Techniques of the past and present are emphasized.	

- DRA 118** **Technical Theatre II** 3 (2-2)
 Stage makeup and costuming; lighting and sound effects; the construction of properties. Styles of the past and present are emphasized.
- DRA 119** **Technical Theatre III** 3 (2-2)
 Scene design, emphasizing color and form as applied to scenery of the past as well as to the various types and styles of dramatic literature.
- DRA 121** **History of The Theatre** 3 (3-0)
 The history of the great period of theatre from the Greek Classical through the Medieval, emphasizing types and styles of drama, dramatic literature, acting, and directing.
- DRA 122** **History of The Theatre** 3 (3-0)
 The history of the great periods of theatre from the Elizabethan through the French Neoclassical, emphasizing types and styles of drama, dramatic literature, acting, and directing.
- DRA 123** **History of The Theatre** 3 (3-0)
 The history of the great periods of theatre from the Restoration Period to Contemporary, emphasizing types and styles of drama, dramatic literature, acting, and directing.

ECONOMICS

- ECO 201-202** **Principles of Economics** 3 (3-0)
 203
 Fundamental principles underlying basic economic concepts and the problems of modern economic society. First quarter surveys the nature of our private enterprise system. The second quarter reviews the role of government, evaluates our credit structure, and introduces national income accounting and analysis. The third quarter is devoted to studying the forces which determine the composition and pricing of national output, the distribution of income, and the allocation of resources.
- T-ECO 205** **Engineering Economics** 3 (3-0)
 Criteria and techniques of engineering economy for management decisions in relation to economy of design, selection, and operation. The course includes a study of effects of depreciation policies and machine replacement considerations. Emphasis on problem solving. Intended primarily for technical students.

EDUCATION

- EDU 201** **Introduction to Education** 3 (3-0)
 This course is designed for students beginning professional training in teacher education. To acquaint the prospective teacher with the four major aspects of education; the teaching profession, the school system, the teacher and the pupil.

ELECTRONIC DATA PROCESSING

- EDP 101** **Computer Fundamentals** 3 (3-0)
 Basic course in computers covering history of computers, comparison of digital and analog computers and their uses, binary numbers, fundamentals of logical algebra and logic equations, and the terminology of computers.

EDP 102 Programming for Computer-Based Information Systems 4 (3-2)
 Study of the concepts of computer-based systems design, the concepts and tools of programming, and a specific computer language.
 Prerequisite: EDP 101

EDP 103 Programming for Computer-Based Information Systems 4 (3-2)
 A continuation of EDP 102. A study of the concepts and tools of programming with emphasis on array data sets and file systems.
 Prerequisite: EDP 102.

ELECTRONICS

T-ELN 101 D. C. Circuits 6 (5-3)
 Development of basic circuit theories, electron theory, basic circuits, cells and batteries, resistance, resistance networks, Ohm's law, Kirchhoff's laws, Watt's law, Thevenin's Theorem, Norton's Theorem, superposition principle, magnetism, electromagnetism.

T-ELN 102 A. C. Circuits 6 (5-3)
 Fundamental electrical laws are extended to include A.C. circuits, impedance, phase relationship, resonance, transformers, time constants, principles and use of measuring instruments.
 Prerequisite: ELN 101.

T-ELN 103 Semiconductor and Vacuum Tube 6 (5-3)
 Theory of semiconductors, vacuum tubes, and gaseous tubes and the development of their characteristics, mutual conductance, load lines, A.C. theory, resonance, network theorems, decibels, test equipment.
 Prerequisite: ELN 102

T-ELN 104 Electronic Servicing I 4 (3-3)
 Radio receivers servicing with emphasis on qualitative analysis. Laboratory work is correlated with the lecture material.
 Prerequisite: ELN 103

E-ELN 105 Electronic Servicing II 4 (3-3)
 Television receivers servicing with emphasis on qualitative analysis. Laboratory work is correlated with the lecture material.
 Prerequisite: ELN 104.

T-ELN 201 Advanced Semiconductor and Vacuum Tube 4 (3-3)
 Rectification and filtering methods, transistor and vacuum tube amplifiers, integrated circuits, hybrid parameters, amplifiers coupling methods, special and push-pull amplifiers, test equipment.
 Prerequisite: ENL 103

T-ELN 202 Basic Communication Electronics 4 (3-3)
 Basic transmitters, commercial transmitters, amplitude modulation systems, frequency modulation systems, phase modulation, amateur transmitters, frequency measurement, modulation measurement.
 Prerequisite: ELN 103

T-ELN 203 Basic Computer Electronics 4 (3-3)
 An introduction to digital and analog computer circuits.
 Prerequisite: ELN 103

- T-ELN 204 Advanced Communication Electronics 4 (3-3)**
 Communication receivers, amplitude and frequency modulated, circuit characteristics and design, antenna design, FCC regulations.
 Prerequisite: ELN 202
- T-ELN 206 Advanced Computer Electronics 4 (3-3)**
 Applications of computers to problems, computer circuits, memory circuits, read out devices.
 Prerequisite: ELN 203
- T-ELN 207 Independent Study, Electronics 3**
 Designed to foster independent study, research and investigation in electronics. The student will make a preliminary presentation of a problem, conduct an investigation, and make a final report including a statement of the problem and methods of investigation, along with conclusions and suggestions for further study.
 Prerequisite: Instructor's consent.
- T-ELN 215-216 Industrial Electronics 4 (3-3)**
 Study of industrial electronic devices including industrial rectifiers, photo-tube circuits, time delay circuits, resistance sensitive circuits, weld timers, ignition and thyatron circuits, speed controls, selsyns, amplidyne, transducers.
 Prerequisites: ELN 103 and 215.

RADIO & TELEVISION SERVICING

- ELN 1300 Radio-Television Servicing I 7 (3-9)**
 A beginning course in servicing radio receivers. A fundamental background is developed in direct and alternating circuit theory as well as basic electronics. Emphasis is placed on the introduction of various sections of radio receivers coordinated with laboratory servicing. The course will cover basic test instruments, power supplies, power amplifiers, audio amplifiers, intermediate amplifiers, converters, radio frequency amplifier and tuned circuits.
- ELN 1310 Radio-Television Servicing II 9 (5-9)**
 This course shall be a continuation of ELN 1300. An advanced study is presented in radio servicing. Included are alignment, transistor radios, audio-radios, FM and special communication receivers.
 Prerequisite: ELN 1300
- ELN 1320 Radio-Television Servicing III 11 (5-12)**
 The student is introduced to television receivers. Areas of concentration will be localizing the trouble, the power supply sections, the audio chain, the video chain, and the sweep circuits including the cathode ray tube.
 Prerequisite: ELN 1310
- ELN 1330 Radio-Television Servicing IV 11 (5-12)**
 This course shall be a continuation of ELN 1320. Major emphasis will be placed on specialized equipment for maintaining television receivers. Other areas of concentration will include special circuits and remote control devices, color receivers, UHF—servicing factors and advanced trends in television development and servicing.
 Prerequisite: ELN 1320

ENGLISH

ENG 90, 91 92	Language Arts I, II, III	3*, (3-0)
	Preparatory courses designed to correct deficiencies in fundamentals of English construction and usage. The course is designed to raise the achievement of the weak student up to college entrance level by helping him develop his abilities in grammar, composition, and oral communication, in order that he may be able to successfully undertake and complete regular college courses. Later emphasis in this sequence of courses is in developing adequate reading skills. Basic study skills and vocabulary development are emphasized. The course sequence is wide enough in scope that each student works on his own level until he has mastered basic skills in which he was deficient. Placement within this sequence of courses is based upon individual performance in diagnostic testing. An important facet of the Language Arts Program is its developmental laboratory. <i>Any</i> student who wishes self-improvement in English and Reading may work in the reading laboratory, under the supervision of a Language Arts teacher, on such areas as improved reading speed, comprehension, grammar, writing, and study skills.	
ENG 101	English Composition	3 (3-0)
	Study of expository writing with analysis of various methods of development; study of the essay; frequent theme assignments; individual conferences.	
ENG 102	English Composition	3 (3-0)
	Continued Study of composition, emphasizing techniques of analysis and synthesis in writing, with short stories and drama providing substance; techniques of research writing. Prerequisite: ENG 101.	
ENG 103	English Composition	3 (3-0)
	Continued study of composition based upon critical reading of poetry and novels. Prerequisite: ENG 102.	
ENG 201	English Literature	3 (3-0)
	A survey of English literature from Beowulf to Milton. Prerequisite: ENG 103.	
ENG 202	English Literature	3 (3-0)
	A survey of English literature from Milton to the Victorians. Prerequisite: ENG 103.	
ENG 203	English Literature	3 (3-0)
	A survey of English literature from the Victorians to the present. Prerequisite: ENG 103.	
ENG 205	American Literature	3 (3-0)
	A survey of American literature from its beginnings to Hawthorne. Prerequisite: ENG 103.	

*Denotes preparatory credit.

- ENG 206** **American Literature** 3 (3-0)
A survey of American literature from Hawthorne to the twentieth century.
Prerequisite: ENG 103.
- ENG 207** **American Literature** 3 (3-0)
A survey of American literature of the twentieth century.
Prerequisite: ENG 103.
- ENG 1020** **Reading Improvement** 2 (2-0)
A concentrated effort to improve the student's ability to comprehend what he reads by training him to read more rapidly and accurately.
- ENG 1030** **Communication Skills** 2 (2-0)
Development of ability to communicate effectively through the medium of good language usage in speaking and writing. Organizing and presenting thoughts effectively in connection with problem.
- ENG 1040** **Language Arts and Communication**
The purpose of this course is to develop reading abilities and verbal expression skills. Knowledge of good language usage, effective listening techniques, the study skills, and medical vocabulary are emphasized.

FRENCH

- FRE 101-102** **Elementary French** 3 (3-1)
An introduction to the essentials of French grammar, pronunciation, composition, conversation and civilization. Students who have acquired two high school units in French may not take French 101-102-103 except by permission of the instructor.
- FRE 151-152-153** **Intermediate French** 3 (3-1)
A systemic review of grammar with attention to correct pronunciation, aural drills, composition, and special emphasis on the development of reading skills.
Prerequisites: Two years of high school French or French 101-102-103.
- FRE 160** **Selected Readings in French** 3 (3-0)
A course for those particularly interested in learning to read French. Selections of short stories and drama will be used to provide ample vocabulary, idioms, etc.
Permission of the instructor required to enroll in this course.
- FRE 201-202-203** **Advanced French** 3 (3-0)
A survey of French literature and civilization from the beginning to 1900. Both the literature and history will be summarized and excerpts from many highlights of each will be read. French conversation and composition will be utilized to insure student comprehension.
Prerequisites: FRE 151, 152, 153.

GEOGRAPHY

- GEO 101-102** **Principles of Geography** 3 (3-0)
A two-quarter sequential course designed to introduce the student to the study of geography and its influence upon man in his physical environment.

GEO 103-104	World Geography	3 (3-0)
A two-quarter sequential course designed to offer the student a regional analysis of the Eastern and Western hemispheres emphasizing the effects of these regions upon man's distribution and his accomplishments.		
Prerequisites: Geography 101-102 or permission of the instructor.		

HEALTH AND PHYSICAL EDUCATION

College Transfer students are required to complete a Physical Education Activities Course each quarter for six quarters. PED 101 is required of these students for graduation plus two (2) additional 100 level activity courses and three (3) 200 level activity courses. All students seeking an A.A.S. degree will be required to complete no less than three hours of health and/or physical education courses. Any individual who has served in the Armed Forces of the United States of America for a minimum of eighteen (18) months of active duty and is eligible for the G.I. Bill of Rights, is exempted from the physical education requirements with substitution of other courses as electives being required. (M) for Men, and (W) for Women, (C) Co-educational.

PED 101-115	Physical Education	1 (1-2)
Basically designed for the development of muscular strength, muscular endurance and circulorespiratory endurance factors. This is accomplished by engaging in various vigorous individual, dual, and group activities. Self evaluation involves physical fitness testing, sport-type and stunt-type motor educability testing. Health knowledge and physiology of exercise information is an integral part of these courses. Separate sections are provided for men and women students.		

		Fall	Wtr.	Spr.	S.S.
PED 101 M/W	Basic Movement	(1)	(1)	(1)	
PED 102 M	Flag Football	(1)			
PED 103 M/W	Soccer	(1)			
PED 104 M/W	Stunts and Tumbling		(1)		
PED 105 M/W	Elementary Gymnastics		(1)		
PED 106 M/W	Volleyball		(1)		
PED 107 M/W	Track and Field			(1)	
PED 108 W	Field Hockey	(1)			
PED 109 M/W	Beginning Swimming			(1)	(1)
PED 110 M	Basketball	(1)	(1)		
PED 111 M	Baseball			(1)	
PED 112 M/W	Badminton		(1)		

		Fall	Wtr.	Spr.	S.S.
PED 113 M/W	Senior Life Saving			(1)	(1)
PED 114 M/W	Basic Sailing	(1)		(1)	(1)
PED 115 M/W	Intermediate Sailing	(1)		(1)	(1)
PED 201-208	These courses are designed to continue the development of a high level of fitness by the use of fitness testing devices. To introduce new activities along with the old ones so that the student may become acquainted with activities for leisure time. It is the ultimate goal of the courses to prepare the student to accept the responsibilities of living the "fullness of life through leisure activities."				
		Fall	Wtr.	Spr.	S.S.
PED 201 C	Archery	(1)			
PED 202 C	Tennis	(1)		(1)	
PED 203 C	Dance		(1)		
PED 204 C	Bowling		(1)		
PED 205 C	Softball			(1)	
PED 206 C	Golf			(1)	
PED 207 C	Water Safety Instructor			(1)	(1)
PED 208 C	Instructor Sailing			(1)	(1)
PED 101A-103A	Adapted Physical Education				1 (2-1)
	These courses are designed to meet the needs and interest of college men and women through a carefully planned program of selected activities.				
		Fall	Wtr.	Spr.	
PED 101A	Adapted Physical Education	(1)			
PED 102A	Adapted Physical Education		(1)		
PED 103A	Adapted Physical Education			(1)	
HYG 121	Hygiene				3 (3-0)
	The course is designed to give the student a stimulating and realistic approach to personal and community life, health, and to develop in the student a sound and critical attitude where his own personal health is concerned.				
HYG 122	Hygiene				3 (3-0)
	A continuation of HYG 121—the human body and its function as related to problems of health and disease. Also included is an emphasis on preparing students in knowledge and skills needed in preventing accidents as well as rendering first aid to the victims of accidents.				
PED 221	Techniques for Teaching Physical Education Activities in the Public Schools				3 (3-0)
	Experience in planning activities for the high school and elementary school and the review of learning the necessary skills and techniques of leadership. Methods, techniques and organization of Physical Education programs at the				

secondary level are stressed with some experience in practical application.

- PED 222 Techniques of Officiating Sports 4 (2-4)**
Designed for pre-physical education majors and/or other students with a particular interest in individual, dual and team sports. This course will involve lecture and laboratory experience to expose students to methods and techniques of officiating sports. Safety, sportsmanship and ethics, knowledge of rules and mechanics of officiating will be of primary concern. Open to any student but recommended for males.
Prerequisites: Sophomore standing or permission of instructor.

HISTORY

- HIS 101 Ancient History 3 (3-0)**
A survey study of pre-history, the Ancient Near East, China, India, Greece and Rome to the Fifth Century A.D.
- HIS 102 Medieval History 3 (3-0)**
A survey of the Byzantine and Moslem Civilizations, and the Medieval West to early modern times (15 Century).
- HIS 103 Modern History 3 (3-0)**
A survey of the growth of European nation-states, the era of rivalry and imperial expansion, World Wars I and II and the Cold War period.
- HIS 201 U. S. History 3 (3-0)**
A survey of European Colonial expansion in the Western Hemisphere, the establishment of the English Colonies, the struggle for American independence, the Federal Period and the War of 1812.
- HIS 202 U. S. History 3 (3-0)**
A survey of the Ante Bellum period, the Civil War, Reconstruction and industrialization to the Spanish-American War.
- HIS 203 U. S. History 3 (3-0)**
A survey of 20th century U. S. history from the Progressive Movement through the Cold War.
- HIS 250-251 Europe—1815-Present 3 (3-0)**
These courses trace the economic, political, and social development of various western and eastern European states from the end of the Napoleonic era to present situations. The focus of attention is directed toward restoration and reaction, which includes the concepts and development of 19th and 20th century isms.
Prerequisite: HIS 101, 102, 103; HIS 250 prerequisite for HIS 251.

LIBRARY

- LIB 100 Library Usage 1 (1-0)**
A general course covering the use of standard library reference tools such as the card catalog, indexes, directories, handbooks, periodicals, etc. Frequent short research projects are required and one long project is completed during the course.
Offered during fall and spring quarters only.

MACHINIST

- MEC 1200 Machine Shop Theory and Practice I 11 (3-16)**
 An introduction to the machinist trade and the potential it holds for the craftsman. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of the lathe, drill press, and milling machines will be introduced both in theory and practice.
- MEC 1210 Machine Shop Theory and Practice II 9 (2-14)**
 Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine and shaper. The student will work on projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course.
 Prerequisite: MEC 1200
- MEC 1215 Lathe Operation 8 (3-10)**
 Operating principles and functions of the lathe, lathe tool sharpening and setups, care and maintenance of the lathe.
- MEC 1220 Machine Shop Theory and Practice III 8 (2-12)**
 Advanced work on lathe, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of gears. The student will use precision tools and measuring instruments such as vernier height gage, protractor and comparator.
 Prerequisite: MEC 1210
- MEC 1225 Drill Press Operation 8 (3-10)**
 Operating principles and functions of the drill press, both standard and radial. Drill sharpening and setups on drill press. Care and maintenance of drill press.
- MEC 1230 Machine Shop Theory and Practice IV 11 (3-16)**
 Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Processes on the tool and cutter grinder and cylindrical grinder will be practiced. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing good work habits and attitudes acceptable to the industry.
 Prerequisite: The student must have passed all the required subjects of the Machinist Trade Program.
- MEC 1235 Shaper Operation 9 (3-12)**
 Operating principles and functions of the shaper. Shaper tool sharpening and shaper setups, care and maintenance of shaper.
- MEC 1245 Mill Operation 9 (3-12)**
 Operating principles and functions of milling machines, mill setups, care of milling cutters, care and maintenance of milling machines.
- MEC 1250 Structure of Metals I 3 (3-0)**
 Elementary and practical approach to ferrous metals. A study of their structure, marking, classification, and uses. The theory of iron and steel and their alloys. The shaping, forming, heat treatments, and surface treatments for steel.
 Prerequisite: none

MEC 1255	Structure of Metals I	3 (3-0)
	Elementary and practical approach to non-ferrous metals. A study of their structure, marking, classification, and uses. The shaping, forming, heat treatments and surface treatments for non-ferrous metals.	
MEC 1260	Precision Machining I	10 (2-16)
	The designing and building of machine shop projects that require a great deal of skill by the student. The student will be required to use all the equipment in the shop to build these projects; close tolerances will be held on all parts that make up the projects. Prerequisite: MEC 1230	
MEC 1265	Precision Maching II	10 (2-16)
	A continuation of Precision Machining I. Prerequisite: MEC 1260	
MEC 1270	Machine Repair	10 (2-16)
	This course is designed to familiarize the student with the installation, maintenance and repair of machine shop equipment. He will also manufacture some of the parts needed to repair the equipment. Prerequisite: MEC 1260	
MEC 1275	Jig and Fixture Building	7 (2-10)
	This course is designed to familiarize the student with the designing and building of jigs and fixtures used in production manufacturing by machine shops. Prerequisite: MEC 1260	
MEC 1280	Die Making	7 (2-10)
	Elementary and practical approach to building of simple dies. Special attention is given to the methods of developing the different types of dies. Instruction is given in types of materials used and the machining of component parts of dies.	

MATHEMATICS

MAT 90	Arithmetic	3* (3-0)
	Sets and set language, the concept of numbers, natural numbers, rational numbers, decimal fractions, ratios, proportions and percentages, arithmetic of measurements, irrational numbers, real numbers, generalization of arithmetic processes, and word problems.	
MAT 91	Basic Mathematics I	3* (3-0)
	This course consists of the following topics: review of arithmetic, introduction to algebra, polynomial multiplication, factoring, and fractions.	
MAT 92	Basic Mathematics II	3* (3-0)
	This course consists of the following topics: linear and fractional equations, simultaneous linear equations, exponents and radicals, quadratic equations, ratio, proportions, variation, logarithms, functions and graphical methods.	
MAT 101	College Algebra	5 (5-0)
	Sets, functions, graphs, an axiomatic treatment of the real numbers as complete ordered field, solution sets of	

*Denotes preparatory credit.

equations, inequalities, matrices and determinants, mathematical induction, logarithms, binomial theorem and progressions, and permutations, combinations and probability.

Prerequisite: Two years of high school algebra or Math 98-99.

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| MAT 102 | Trigonometry 5 (5-0)
The solution of right and oblique triangles by use of the slide rule; trigonometric identities and trigonometric equations; complex numbers; line functions and graphic representation.
Prerequisite: Math 101. |
| T-MAT 105 | Technical Math I 5 (5-0)
This course is designed primarily for students enrolled in Electronics, and Drafting and Design Technologies. The emphasis of this course is on problem solving at a post secondary level. The student is to be presented problems which are meaningful within the context of conventional engineering at a realistic level of sophistication in view of the student's preparation. Included will be an introduction to algebra, linear equations, functions and graphs, exponents and radicals, quadratic equations, ratio and proportion, the binomial theorem, and logarithms. This course is not designed to transfer to a four-year liberal arts school. |
| T-MAT 106 | Technical Math II 4 (4-0)
A continuation of Technical Math I. Emphasis is on trigonometry. Includes a study of right and oblique triangles, vectors, trigonometric formulas and identities, graphs, and complex numbers.
Prerequisite: Technical Math I. |
| MAT 111-112-113 | Fundamental Concepts of Mathematics 3 (3-0)
Math 111 includes logic, set theory, systems of numerations and properties of the set of counting numbers.
Math 112 includes elementary number theory of the sets of integers, rationals, and reals. Finite number systems are also included.
Math 113 includes the binomial theorem, permutations, combinations, probability and elementary topics in geometry. |
| Mat 201-202-203-204 | Calculus and Analytic Geometry I, II, III, and IV 5 (5-0)
A study of coordinate systems, loci, limits, differentiation, integrations, applications, series, partial differentiation, and multiple integration.
Prerequisite: Math 102 |
| MAT 250 | Differential Equations 5 (5-0)
First order equations with variables separable; linear equations of the first and higher orders with constant coefficients; physical and geometrical applications.
Prerequisite: Math 202. |
| MAT 1000 | Fundamentals of Mathematics 5 (5-0)
Geometric construction of plane figures, theory of numbers, analysis of basic operations: addition, subtraction, multiplication and division of whole numbers. Common fractions, decimal fractions, powers and roots, percentages, rules and formulas. |

MAT 1010	Vocational Mathematics	3 (3-0)
	Ratio and proportion, measurement of surfaces and volumes, gear ration, pulleys, angular velocity, mechanics and electricity. Basic algebra.	
MAT 1020	Geometry and Trigonometry	3 (3-0)
	Applied math for machinist trade application. Geometry and trigonometry stressed as applied to the trade.	
MAT 1030	Machinist Mathematics	3 (3-0)
	Practical application of algebra and trigonometry in the solution of problems related to the machinist trade. Lead screw and indexing problems, compound angles.	

MUSIC

MUS 91-92-93	Organ	3* (108)
	A preparatory course for organists of insufficient background for college credit organ courses, or for those who do not wish to study organ for credit. Qualified students upon the completion of each quarter can, by examination, enter Music 114.	
MUS 94-95-96	Voice	1* (1-6) or 2* (1-9)
	A preparatory course for vocalists of insufficient background for the college credit voice courses, or for those who do not wish to study voice for credit. Qualified students upon the completion of each quarter, by examination, can enter Music 108.	
MUS 97-98-99	Piano	2* (1-9)
	A preparatory course for pianists of insufficient background for the college credit piano courses. Qualified students upon the completion of each quarter by examination can enter Music 111.	
MUS 100-101	Music Fundamentals	2 (2-1)
	A course designed to fulfill state requirements in basic music for those who plan to major in elementary education and as a preparatory course for students of insufficient musicianship background to enter the first year Theory course. Fall and winter quarters. Open to all students.	
MUS 102-103-104	Music Theory	3 (3-1)
	The writing of melodies, intervals, chords, four-part harmony. Beginning keyboard harmony. All students who plan to work towards a music degree should take this course and Music 105-106-107 their first year as they are prerequisites for third year courses in a senior college. The student should have enough knowledge of piano to be able to play the harmony examples he will write during the year. Open to all qualified students as a Fine Arts elective.	
MUS 105-106-107	Sight-singing and Dictation	2 (2-1)
	The study of melodic and rhythmic elements of music using the counting syllables and the moveable "do." Rhythmic and melodic dictation involving scale, major and minor chord line intervals. Registration in the latter portions of	

* Denotes preparatory credit. (non-transferable)

the sequence will require completion of the earlier courses in this sequence. Open to all students.

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| MUS 108-109
110 | Voice | 1 (1-6), 2 (1-9) or 3 (1-12) |
| | Emphasis upon correct posture, breathing, intonational, vowel formation, diction; attacking, sustaining, releasing the tone; legato singing, phrasing; messa di voce, mezzo-voce, scales, arpeggios, simple embellishments, recitative. Repertoire: folk and folk-like songs in English; simpler early Italian arias; simple songs and arias from the Baroque and Classic periods. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All voice students are required to sing in the college chorus. Open by audition to all qualified students. | |
| MUS 111-112-
113 | Piano | 1 (1-6), 2 (1-9) or 3 (1-12) |
| | All major and minor scales; major, minor, dominant seventh, and diminished seventh arpeggios. Selected technical studies. Each Two- and Three-Part Inventions. Sonatinas and easier sonatas of Haydn, Mozart, and Beethoven. Easier literature of the Romantic School. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All piano students are required to sing in the college chorus. Open to all students who demonstrate by audition a sufficient background to complete the required literature. | |
| MUS 114-115-
116 | Organ | 2 (1-9) or 3 (1-12) |
| | A foundation of organ technique is laid through study of manual and pedal exercises as given in the methods books of Clarence Dickinson or Harold Gleason. At least four of Bach's "Eight Little Preludes and Fugues" should be completed, together with some chorale preludes from Dupre and from Bach's "Orgelbuchlein." Selected compositions by other composers. Nine hours practice weekly for two hours credit each quarter, twelve hours practice for three hours credit each quarter. All organ students are required to sing in the college chorus. Open to all students who have completed MUS 113, or can demonstrate by audition a similar proficiency in piano playing. | |
| MUS 117-118-
119 | Chorus | 1 (0-2) |
| | Study-activity course designed to give the student a deeper understanding, appreciation, and enjoyment of choral music and its practice. Open to all students by permission of the instructor. | |
| MUS 202-203-
204 | Music Theory | 3 (3-1) |
| | Continuation of first year Theory. Study of altered chords, modulation, non-harmonic tones. Musical analysis. Further study of keyboard harmony. Prerequisite: Music 104. | |
| MUS 205-206-
207 | Sight-singing and Dictation | 2 (2-1) |
| | Continuation of the study of melodic and rhythmic elements in music along with harmonic dictation using altered chords, modulations, and non-harmonic tones. Required of students registering for Music 202-204. Prerequisite: Music 107. | |
| MUS 208-209-
210 | Voice | 1 (1-6), 2 (1-9) or 3 (1-12) |
| | Emphasis upon portamento; execution of wider intervals, | |

extended scales and arpeggios, more difficult embellishments; exercises to develop agility, songs and arias from the Baroque and Classic periods; detached notes, vocal color. Repertoire: more difficult songs and arias from the Baroque and Classic periods; easy to medium difficult Romantic art songs and arias; simpler songs and arias by contemporary composers. Sophomore recital for voice majors. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All voice students are required to sing in the college chorus. Voice majors required to take one year of French.

Prerequisite: MUS 110 or permission of the instructor.

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| MUS 211-212-213 | Piano 1 (1-6), 2 (1-9) or 3 (1-12)
All major and minor scales and arpeggios in rhythms. More difficult selected technical studies. Easier Preludes and Fugues of Bach. More difficult sonatas of Mozart and Beethoven, and literature of Schubert, Schumann, Chopin, and Brahms. Pieces from the modern composers. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice for three hour credit each quarter. All piano students are required to sing in the college chorus.
Prerequisite: MUS 113 or permission of the instructor. |
| MUS 214-215-216 | Organ 2 (1-9) or 3 (1-12)
Completion of the "Eight Little Preludes and Fugues" and study of other Bach such as the "Toccatina and Fugue in D Minor." Pieces from pre-Bach, Romantic, and Modern school of organ composition; hymn-playing and church service playing. Nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All organ students are required to sing in the college chorus.
Prerequisite: MUS 116 or by permission of the instructor. |
| MUS 217-218-219 | Chorus 1 (0-2)
A continuation of MUS 117, 118, 119 |
| MUS 220-221-222 | Music History and Literature 3 (3-1)
An historical survey of music from its primitive beginning to the present, designed to develop a deeper understanding, appreciation, and enjoyment of music. Recorded music examples. Listening assignments. Open to all students. |

PHYSICAL SCIENCE

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| PHS 101-102-103 | Physical Science, I, II, III 4 (3-3)
A study of the basic principles and concepts of chemistry, physics, astronomy and geology. This is not an abbreviated course in each of the four fields, but an integrated study of the physical sciences. The historical development of selected topics will be studied in order to give the students a view of the evolution of scientific concepts. PHS 101 is a prerequisite for PHS 102 and the latter is a prerequisite for PHS 103. |
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PHYSICS

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| PHY 201-202-203 | General Physics 4 (3-3)
A survey of General Physics designed to provide a practical understanding of the fundamentals on which technology is |
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based. Topics include mechanics, heat, light, electricity, magnetism, and wave motion.
Prerequisite: Math 102.

- PHY 1040** **Applied Physics I (electricity & magnetism)** 2 (1-2)
Basic principles of electricity and magnetism. Electron theory, magnetism and electromagnetism, series and parallel circuits and electrical measurement.
- PHY 1050** **Applied Physics II (Light and Heat)** 2 (1-2)
Properties and measurement of light. Properties and measurement of heat and its effect upon matter.
- PHY 1060** **Applied Physics III (mechanics)** 2 (1-2)
Systems of measurements, properties of solids, liquids and gasses. Theory of matter, energy, force and motion.

POLITICAL SCIENCE

- POL 211-212** **United States Government** 3 (3-0)
A two-quarter sequential course designed to give the student a working knowledge of the government of the United States. Political Science 211 is a study of the origin, formation, organization, and development of the national government. Political Science 212 is a study of the functions, powers, policies and programs of the national government.
- POL 213** **State and Local Government in America** 3 (3-0)
A study of the various state governments of the fifty states and of the various types of localized government with emphasis on both urban and rural areas.
Prerequisites: Political Science 211-212.

POWER MECHANICS

- PME 1113** **Farm Machinery Hydraulic Systems** 6 (3-3)
A concentrated investigation of tractor hydraulic systems consisting of hydraulic principles and components of various hydraulic systems. Hydrostatics, basic circuits, fluids, hydrodynamics and automatic draft control. Identification of trouble, servicing, and repair.
Prerequisite: AUT 1100.
- PME 1115** **Farm Machinery Suspensions and Implements** 6 (3-3)
Principles and functions of the components of tractor suspensions. Practical instruction in adjustment and repair of suspension, steering, braking, and hitching systems. Assembly, adjustment, operation, maintenance and repair of tractor-drawn and mounted equipment. Students will receive instruction in principles of operation and diagnosis and correction of troubles in tillage, planting and seeding, pest control and harvesting equipment.
Prerequisite: AUT 1100.
- PME 1116** **Farm Machinery Service and Repair** 6 (3-3)
Opportunity for the student to practice principles and techniques learned in previous courses by means of service and repair work that can be made available. A close simulation to an actual farm machinery shop situation will be maintained, and effort will be made to give the student a full range of testing and servicing experience under both shop and field conditions.
Prerequisite: AUT 1100.

- PME 1120 Power Train Systems 6 (3-3)**
Principles and functions of power train system as applied to various applications including standard transmission, automatic transmission, belt drives, differentials, trouble shooting and servicing of power train components.
- PME 1127 Marine Engine Servicing 6 (3-3)**
A thorough familiarization with the various types of marine gasoline and diesel engine construction and the comparison of system designs. Emphasis is on the engine servicing; troubleshooting, disassembly, cleaning, and inspecting of parts, procuring replacement parts, installing new parts, reassembly, checking, and adjusting under operating conditions. Job sheets and various reports to be completed by the mechanic.
Prerequisite: AUT 1110.
- PME 1129 Marine Auxiliary Equipment 6 (3-3)**
A comprehensive study of marine auxiliary equipment, such as pumps, compressors, generators, electrical steering apparatus, anchor windlass, rigging, and booms. Laboratory and shop practices in the repair and operation of this equipment, and in preventative maintenance.
Prerequisite: PHY 1050.
- PME 1131 Marine Propulsion System Servicing 6 (3-3)**
Emphasis is on the procedures necessary in determining the nature of troubles developed in the propulsion system of marine equipment. Troubleshooting of the propulsion system, providing a full range of experiences in testing, adjusting, repairing and replacing of parts as the mechanic will encounter on the job. Simulated and actual marine mechanics experiences will be provided when possible.
Prerequisites: PME 1127, AUT 1120.

PRACTICAL NURSING EDUCATION

- PNE 1510 Vocational Adjustment I**
This course is designed to assist the student in understanding herself, her vocation and the individual needs of patients. Emphasis is placed on development, uniformity, and variability of behavioral patterns of individuals.
- PNE 1511 Health**
Designed to present basic personal, physical and mental health knowledge and skills to enable the student to understand attitudes and health problems of self and individuals. Community health problems are studied with emphasis placed on behavioral patterns based on factors of culture.
- PNE 1512 Human Anatomy**
A study of the human body with emphasis on structure and function of the systems of the body. Practical application of anatomical facts in physiology are emphasized.
- PNE 1513 Microbiology**
A general presentation of bacteria and viruses with emphasis of culture, identification, and interpretation of these organisms in selected practices as related to nursing.
- PNE 1514 Nutrition and Diets**
This course is designed to give the student in practical nursing the basic knowledge relative to normal nutrition

in health and disease. Special emphasis is placed on normal nutrition in the selection and quality of nutrients to meet the needs of people in health and sickness.

PNE 1515

First Aid & Disaster Nursing

In this course the student is introduced to methods and skills of first aid and methods and skills on maintaining and alleviating suffering during disaster and emergency.

PNE 1516

Nursing I and II

These courses present the fundamentals of nursing based on scientific principles as related to practical nursing. Students develop an awareness and appreciation of the needs of individuals and learn to apply the skills and knowledge used in the performance of nursing through the defined role of the Practical Nurse. Knowledge of drug sources, skills of giving and medication and classification of drugs are introduced.

PNE 1520

Medical-Surgical Nursing I

This course includes the study of patients with general nursing care problems of all ages. Selected experiences are offered the student in the nursing care of patients and opportunities are offered in diets and administration of drugs.

PNE 1521

Maternity Nursing and Newborn

These courses conduct a study in normal and abnormal conditions of the maternity cycle and the principles of maternity care, and care of newborn baby. Special emphasis is placed on the practical nurse student's role as a nurse and woman in today's society.

PNE 1522

Growth and Development

In this course the student sees the patient as a member of a family where life is altered by illness. Normal child development from birth to old age. Hospitalization and fears of the young child, school age, and adolescent. Community resources affecting the family. Physical changes of child and adult, diversions for child and adult, mental and personality changes in the aged.

PNE 1530

Medical-Surgical Nursing II

In the practice laboratory and at the bedside of patients, students are offered opportunities to learn and meet the needs of medical patients of all ages from the simple to complex situation. Also, surgical intervention for pathological disorders through the problem solving and patient care approach. Patient care in the recovery room is included with emphasis on progressive patient care, and the practical nurse student's role as a member of the health team.

PNE 1531

Geriatric Nursing

A course of study of the older patient with his special needs and problems, and to bring out some of the ways in which caring for this patient differs from the general medical-surgical patient.

PNE 1533

Pediatrics

In this course the student is introduced to the growth and development of the normal child, the principles in the care of children, behavioral patterns of children in illness, and conditions and diseases both medical-surgical of various ages.

- PNE 1534 Medicines and Administration**
This course is designed to give the student a knowledge of drugs, the dangers involved in handling, laws regarding the use of drugs, side effects and skills in administering common drugs intelligently and safely.
- PNE 1540 Medical-Surgical Nursing III**
Theory and clinical experiences designed to develop nursing care in more complex medical-surgical situations. In so far as possible, the classroom activity will center around discussion and evaluation of the nursing needs of these patients.
- PNE 1543 Mental Health**
This course is designed to point out the problem of mental illness for society, family and patient and its meaning in today's health care.
- PNE 1544 Vocational Adjustment II**
In this course the student is provided the opportunities to learn to function as a graduate practical nurse, to learn the legal aspects of nursing, to become acquainted with the organization for nurses, and opportunities available for the Graduate Practical Nurse.

PSYCHOLOGY

- PSY 90 Techniques of Learning** 3* (3-0)
This course is intended to teach entering freshmen who have weak academic backgrounds to outline materials, outline schedules for effective use of time, and to establish effective study habits for an academic college curriculum.
- PSY 98 Group Counseling** 3* (3-0)
This course will be required of all students who are on academic probation. It is intended to give students who are having academic difficulty intense counseling and supervision as a guide toward academic success.
- PSY 201-202 General Psychology** 3 (3-0)
Emphasizes psychology as a science of behavior; man as a biological organism in a social world; man as a motivated person with attitudes, emotions, needs and desires; man as a thinking, imagining, reasoning, learning person.
- PSY 221-222 Educational Psychology** 3 (3-0)
The teaching-learning process with stress and emphasis on learning theory, transfer, problem solving, habit formation, individual differences, and factors that facilitate learning. Focus is on the individual—how he grows, the part language plays in his development, how intelligence and motivation combine to shape his personality.
Prerequisite: Education 201 or Psychology 201 or permission of instructor.
- PSY 231 Child Growth and Development** 3 (3-0)
A study of the principles of growth and development of the child beginning with prenatal factors. Biological, emotional, social, and intellectual aspects are examined.
Prerequisite: PSY 201.

* Denotes preparatory credit.

- PSY 1060** **Industrial, Community and Personal Relations** 2 (2-0)
 An introduction to psychology concerning the relationship of individuals, one to another, and to the society in which they live and work. Emphasis on socio-economic motivation of individual and mass behavior.

SOCIOLOGY

- SOC 201** **Introduction to Sociology** 3 (3-0)
 A study of the social aspects of human group life in which the student is introduced to the basic tools of sociological understanding. Principles of sociology, society, culture, socialization, groups, institutions and organizations, the class system, social change, and social processes are analyzed.
- SOC 202** **Social Problems** 3 (3-0)
 Contemporary social problems: social change; crime and delinquency; dominant-minority group relations; value conflict; student protest; population explosion; and social deviancy.

SPANISH

- SPA 101-102-103** **Elementary Spanish** 3 (3-1)
 Pronunciation, grammar, oral and written exercises, conversation, dictation and introductory reading material. Students who have acquired two high school units in Spanish may not take Spanish 101-102-103 except by permission of the instructor.
- SPA 151-152-153** **Intermediate Spanish** 3 (3-1)
 For students with two years high school or one year college Spanish. Systematic review of Spanish grammar with some written composition and oral practice and with further reading of modern prose (short stories, drama, etc.), of both Spanish and Spanish-American writers.
- SPA 160** **Selected Readings in Spanish** 3 (3-0)
 Selected readings in Spanish. A course for those particularly interested in learning to read Spanish. Selections of short stories and drama will be used to provide ample vocabulary idioms, etc. Permission of the instructor required to enroll in this course.
- SPA 201-202-203** **Advanced Spanish** 3 (3-0)
 A survey of Spanish literature and civilization from the beginning to 1898. Both the literature and history will be summarized and excerpts from many highlights of each will be read. Spanish conversation and composition will be utilized to insure student comprehension.
 Prerequisites: SPA 151, 152, 153.

SPEECH

- **SPH 101** **Voice and Diction** 3 (3-0)
 Vocal and auditory mechanisms; exercises in phrasing, voice projection and articulation; standard regional and general American pronunciation.

* Denotes preparatory credit.

** Education and speech majors should take both Speech 101 and 102.

***SPH 102 Introduction to Phonetics 3 (3-0)**
 A study of the separate sounds of standard regional and general American pronunciation.
 Prerequisites: Speech 101 or permission of Instructor.

SPH 201 Public Speaking 3 (3-0)
 Speech preparation and delivery. Practical training in presentation of short speeches.

TECHNOLOGY

T-TEC 101 Introduction to Technology 1 (1-0)
 Introduction to the various fields of technology and the place of the engineering technician in industry. Slide rule, logarithm review, powers of ten, scientific notation, and graphical representation.
 One hour class.

T-TEC 201 Technical Report Writing 4 (4-0)
 A study of the design and composition of both the long and short forms of technical reports. Exercises in developing typical technical reports, using writing techniques and graphic devices, are completed by the student. Practical application in the preparation of a full-length technical report is required of each student at the end of the term.
 Prerequisite: ENG 102.

WELDING

WLD 1400 Basic Welding 3 (2-3)
 This course is designed to teach the basic welding skills in oxyacetylene welding and cutting. The basic skills in arc welding are also included. Emphasis is on familiarization of welding equipment and its safe use. Methods of welding and their applications are included. Safety procedures are stressed throughout the course.

* Education and speech majors should take both Speech 101 and 102.

DEVELOPMENTAL PROGRAM

Due to a variety of reasons, some students may not be adequately prepared for the work expected of them in various courses in a given program. In order to assist students to raise their educational achievement level to that needed to successfully pursue their programs, a group of developmental courses has been devised. These courses do not carry regular credit toward completion of a regular program, and are strictly offered to prepare students to enter and cope with their regular programs. Thus, developmental course credit is not transferable to other institutions, nor do they apply toward meeting program requirements for graduation from College of The Albemarle. The preparatory course credit is identified by an asterisk (*) beside the number of credit hours the course is assigned.

SUPERVISED STUDY IN THE LEARNING LABORATORY

Supervised Study I 1*
Three hours per week of supervised study in the Learning Laboratory.

Supervised Study II 2*
Six hours per week of supervised study in the Learning Laboratory.

Supervised Study II 3*
Nine hours per week of supervised study in the Learning Laboratory.

This program includes work in the Learning Laboratory in relation to organized classes in Language Arts.

LANGUAGE ARTS

The Language Arts courses are designed for students with deficiencies in Reading and English usage. When a student's test scores and past record indicate such deficiencies, he must enroll in and successfully complete the Language Arts courses before being eligible to take regular program courses in English.

It is recommended that students begin work in the Developmental Program in the summer so that they may begin the Fall Quarter with as many deficiencies removed as possible.

MATHEMATICS

A student whose background in high school mathematics is insufficient to take college level mathematics should begin with either MAT 90, MAT 91 or MAT 92 using the following criteria:

Students having one year of high school algebra with grade C or better should begin with MAT 92. Those students

having less preparation should begin with MAT 91. Students who show a deficiency in basic arithmetic skills will be assigned to MAT 90.

Students having two or more years of high school algebra with grade C or better may start with MAT 101. If some review work is desired, then MAT 99 should be the beginning course.

A student wishing to take college transfer mathematics, but not needing College Algebra and Trigonometry in his program of study, should take MAT 111 - MAT 112 - MAT 113.

A student whose program of study requires Calculus should begin with MAT 201 as soon as his background allows.

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College of The Albemarle



*The Great Seal of the Lords Proprietors
of the Albemarle*